



AGENDA
BREVARD CITY COUNCIL – REGULAR MEETING
Monday, August 17, 2015 – 7:00 P.M.
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Marshall Erwin, First Bethel Baptist Church

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

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2. August 3, 2015 Joint Council & Planning Board Work Session Minutes 26

G. Certificates / Awards / Recognition

1. Certificate of Appreciation – Tracey Love, ABC Board 29
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H. Public Hearing(s) - None

I. Public Participation

J. Special Presentation(s)

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K. Consent and Information

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L. Unfinished Business - None

M. New Business

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N. Remarks / Future Agenda Considerations

O. Closed Session(s)

1. NCGS 143-318.11 (a) (3) (6) Personnel

P. Adjourn

Agenda Posted on Website & Bulletin Boards – August 11, 2015
 Agenda Forwarded to Media & Sunshine List – August 11, 2015
 D. Perry, City Clerk

Approval of Minutes

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
June 15, 2015 - 7:00 PM

The Brevard City Council met in regular session on Monday, June 15, 2015, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Jimmy Harris presiding.

Present - Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Maurice Jones, Ann Hollingsworth, Wes Dickson and Charlie Landreth.

Staff Present - Interim City Manager and Finance Director Jim Fatland, City Attorney Mike Pratt, City Clerk Desiree Perry, HR Specialist/Deputy Clerk Jill Murray, Public Works Director David Lutz, Planner Aaron Bland, Assistant Planning Director Daniel Cobb, Parks & Property Management Director Lynn Goldsmith, Planning Director Josh Freeman, Fire Chief Craig Budzinski and Police Chief Phil Harris.

Press - Jeremiah Reed, Transylvania Times

A. Welcome and Call to Order - Mayor Harris called the meeting to order, welcomed those present and introduced Council members, Interim Manager, Attorney and Clerk.

B. Invocation - Pastor Dema Barishnikov, Destiny Christian Fellowship, offered an Invocation.

C. Pledge of Allegiance - Mayor Harris led in the Pledge of Allegiance.

D. Certification of Quorum - The City Clerk certified a quorum present.

E. Approval of Agenda - Mr. Landreth moved, seconded by Mr. Morrow, the Agenda be approved as presented. Motion carried unanimously.

F. Approval of Minutes - Mr. Morrow moved, seconded by Ms. Hollingsworth, the January 29 & 30 Retreat, May 18 Regular Meeting, and May 26, 2015, Budget Work Session meeting Minutes be approved subject to the following corrections: Jan. 30, Pg. 6, change Mr. Harris to Chief Harris, and, May 18, pg. 93 correct spelling of Dr. Riecke's name. Motion carried unanimously.

G. Certificates, Awards and Recognition

Terrell Scruggs Scholarship Recipients - The following 2015 Scholarship recipients were recognized and presented a Certificate: Jon Miller (not present), Mary Grace Morrow-Johnson, Hannah Sanders, Elizabeth Bailey (not present), Yahir Galarza, Meleah Owens, Hailey Putnam, and Suzannah Palumbo. Mayor Pro Tem signed and presented the Certificate to his granddaughter, Mary Grace Morrow-Johnson.

Brevard Cares - Certificates of Appreciation were presented to the following in recognition of their time and support of the 2015 Brevard Cares Clean-up: Destiny Christian Fellowship Church, The Church of Jesus Christ of Latter-Day Saints, Unitarian Universalists of Transylvania County, Brevard High School National Honor Society, Chairperson Jill Chapman of Transylvania County Abandoned Cemeteries, Phil and Nancy Davis, Nicola Karesh, Cindy Hyder, Joshua Freeman, Daniel Cobb, Aaron Bland, Janice Pinson, and Kerry Lindsay. (Not all of the above individuals were able to be in attendance.)

Certificate of Appreciation to Mr. Milton Tynch for his eight years of service on the Brevard ABC Board. (Mr. Tynch was not able to be in attendance.)

Recognition of Aaron Bland – Mayor Harris and Council recognized and congratulated Planner Aaron Bland for his May 11, 2015, achievement of entry into the American Institute of Certified Planners (AICP).

Arts and Culture Week Proclamation – Mayor Harris read aloud and presented the 2015 Arts and Culture Week Proclamation to Transylvania Community Arts Council Director Tammy Hopkins.

**Proclamation No. 2015-06
Arts and Culture Week
June 20 – July 4, 2015**

WHEREAS, the community of Brevard and Transylvania County is one of the most vibrant centers of arts and culture in WNC with 30+ arts organizations and 265+ art events a year and home to the Transylvania Community Arts Council, Brevard Music Center, The Porter Center for Performing Arts, Brevard Little Theatre, Brevard Philharmonic, Brevard Lumber Arts District, 13 downtown art galleries, 19 award winning sculptures, the Brevard 4th Friday Gallery Walks, The Fine Art & Craft Trail on Scenic 276 South - Potters Row, Brevard Community Band, Transylvania Art Guild, Connestee Art League, Transylvania County Handcrafters’ Guild, Transylvania Choral Society, Land of Waterfalls Camera Club, Transylvania County Library, Silvermont, Cradle of Forestry Historic Site, Allison-Deaver House and the Transylvania Heritage Museum; and

WHEREAS, these arts and cultural centers attract tourism with art events and music concerts that have a positive economic impact on the city and county; and

WHEREAS, artists can make a living to support their families and community through their creative work; and

WHEREAS, residents and visitors have abundant opportunities to enjoy music, dance, literature, storytelling, theatre, and visual arts and crafts; and children and adults alike may learn through participation in the arts; and

WHEREAS, diverse cultures are celebrated through art programs in the Transylvania County Schools, Rise and Shine, Boys and Girls Club, Transylvania County Library, The Transylvania Heritage Museum, and the Transylvania Community Arts Council; and

WHEREAS, the arts add beauty to our lives and community, therefore being an intrinsic component to our quality of life;

NOW, THEREFORE, I, JIMMY HARRIS, Mayor of the City of Brevard, NC, do hereby proclaim June 20-July 4, 2015 as **ARTS & CULTURE WEEK** within the City and call on all citizens to join me in recognizing and commending the Arts Organizations of Brevard and Transylvania County for providing artistic and cultural opportunities to the citizens and visitors of our community.

H. Public Hearing(s)

H-1. Galloway-Radford Historic Landmark Designation. Property located at 33 Deacon Lane, Brevard, and owned by Mark S. and Gay F. Case. (PIN 8585-68-8053-000) This public hearing was properly noticed and advertised on Monday, June 1, 2015.

Mayor Harris opened the public hearing at 7:42 P.M.

Transylvania County Planner, Mr. Chris Hnatin, explained the application process began in March 2014 and that the County has already held their required public hearing. He provided an overview of the application process for historic landmark designation, and he then described several unique features of the structure that supports the applicants request for historic landmark designation.

Public Hearing Public Participation – None

Public Hearing Closed – There being no questions or comments, Mayor Harris closed the hearing at 7:53 P.M.

H-2. City of Brevard Fiscal Year 2015-2016 Budget Ordinance and Fee Schedule. This public hearing was properly noticed and advertised on Monday, June 1st and 8th, 2015.

Mayor Harris opened the public hearing at 7:53 P.M.

Mr. Fatland offered on May 18th the Manager's proposed budget was presented and followed by Council's May 26th Budget Work Session. All funds combined total \$24,563,663. Proposed is a two cent (\$.02) tax increase; one cent for bike, pedestrian paths and sidewalk projects, and one cent for general revenue for daily operational expenses.

Public Hearing Public Participation

Mr. Rodney Locks, 187 South Rice Street, Brevard. Former City Council Member Mr. Locks stated he would appreciate it if the City would work towards making the budget smaller; asked what are the about guidelines for use of the new proposed Mayor's discretionary funds; stated combining the manager, human resources and clerk departments into one department/account makes it hard to figure out the dollar amounts for each department; questioned why the utility reimbursement continues to rise; and, he asked if Council would consider not funding the Downtown Master Plan in order to reduce the need to raise taxes. He stated the City received a State PARTF Grant to fund land acquisition for Rosenwald Community Park, and asked, if there are plans for another State grant for park improvements? He expressed concern over lowering the utility minimum gallons rate as the increase in the utility bills will have a greater negative impact upon the people who are at the lower economic end and upon those who are on fixed incomes.

Mr. Fatland offered in reply to Mr. Locks' questions that Council approved a two cent tax increase for the Downtown Master Plan (DTMP) two years ago to pay for streetscape. The plan was to pledge this income toward debt for streetscape improvements. Proposed for this year is a two cent tax increase that would commit one cent for pedestrian paths and sidewalks and the other cent for General Fund (daily) operations. Council could consider deferring the DTMP improvement in lieu of a tax increase; however, staff prepared the budget with the direction that the DTMP improvements, pedestrian paths, and sidewalks are a priority.

The City in the past has raised rates, however, projected revenue has fallen short due to water consumption declining. The average customer uses 3,000 gallons. At the same time, the City will be undertaking more debt to address the water and sewer master plan projects. The debt this past year was \$340,000 and will increase to over 1 million dollars by FY 2018. In summary, raising rates 6% does not increase revenue by 6%. Lowering the minimum by 500 gallons raises approximately \$300,000. The impact on an individual customer reflects a monthly increase of \$7.50 per month for both water and sewer. We are aware of the negative impact upon some customers. We have been in contact with the UNC Chapel Hill School of Government who have developed an affordability model and how rates are compared to household incomes. They have also shared with staff what some cities have done to address this issue, such as, providing funds to local charities to administer a program for customers who cannot afford their utility bills. We will discuss programs such as this with the Public Works and Utility Committee. The goal of rate setting is to generate sufficient revenue to cover operations, debt service and capital improvements and at the same time be sensitive to our customers. That is why we review our rates using the affordability dashboard. It is extremely important to ensure we take on capital projects that are necessary and that our water and wastewater treatment plants, water distribution and sewer collection systems are run efficiently.

The City received a grant for \$447,000 for land acquisition. As of this date, we have not completed all the purchases. The State will not reimburse us until we complete the project. Yes, once this grant is closed out, the City will make an application for park improvements.

In reply to why the utility reimbursement continues to rise, the City has reimbursed only a portion of the General Fund costs provided by the Utility Fund. The proposed increase this year will bring us closer to the actual costs.

Fee Schedule – City Council members and staff reviewed the proposed fee schedule. Mr. Freeman offered it has been two years since the last significant changes to the City Planning Department fee schedule. Staff believes the increases are reasonable, and, will aid in cost recovery with the loss of Privilege License revenue.

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 8:20 P.M.

H-3. Proposed UDO Text Amendment, Chapters 2, 3, and 5 to Establish Railroad Avenue Mixed-Use District Standards. This public hearing was properly noticed and advertised on Monday, June 1st and 8th, 2015.

Mayor Harris opened the public hearing at 8:20 P.M.

Mr. Freeman offered information from the staff report (on file) and explained last month Council held a public hearing to discuss the Railroad Avenue Mixed Use District map. Tonight the public hearing is to discuss the staff and Planning Board recommended text for the Railroad Avenue Mixed Use Zoning District (area as shown in purple on the map). In the fall of 2014 the Planning Board rendered a favorable recommendation for the proposed text amendments.

Included in the drafted Ordinance are a few other miscellaneous amendments unrelated to Railroad Avenue. These amendments are intended to clean up or clarify current City Code text.

Public Hearing Public Participation

Mr. Rodney Locks, 187 South Rice Street, Brevard. Former Council Member Mr. Locks asked if the proposed district (shown in purple) would allow for Tiny Houses.

Mr. Freeman replied, “Yes, as a secondary dwelling.”

Ms. Susan Gilbert, 684 Probart Street, Brevard. Ms. Gilbert expressed concern with the recommendation to include Probart Street within the Railroad Avenue Mixed Use District. Probart Street is a residential street, and she does not want it changed to mixed use as it would allow for commercial uses. Probart already has its fair share of traffic and to encourage or allow businesses (mixed use) would just increase the traffic and would change the character of their residential neighborhood.

Mr. Jacob Dinkins, 500 West Probart Street, Brevard. Asked Council to not vote to accept the Plan as has been presented. He does not desire to have Probart Street included, and, believes to go from residential to mixed use zoning is too large a jump.

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 8:49 P.M.

~~ At 8:50 P.M. Mayor Harris called for a ten minute break. ~~

H-4. Proposed UDO Text, Chapter 12 Signs, Amend Section 12.11.A.1 to Reduce the Separation Requirement and Amend Section 12.11.A.9 Providing a Sign Panel for All Tenants or Businesses. This public hearing was properly noticed and advertised on Thursday, June 4th and 11th, 2015.

Mayor Harris opened the public hearing at 9:01 P.M.

Mr. Cobb offered information from the staff report (on file) and explained Egolf Motors located on the Asheville Highway wants another ground sign; however, current

sign standards requires a minimum 500 foot separation between ground signs along the same street frontage. Egolf has requested the City’s consideration to reduce the separate requirement to 300’. Doing so would allow them to place an additional sign to assist the public in knowing where their main business entrance is, as all too frequently folks are making entrance by means of the business delivery entrance. If adopted, this amendment would only be applicable to signage within a group development.

The second amendment would make provision to allow a sign panel for all tenants or businesses within the same development.

Planning Board recommended Council’s approval at their May meeting.

Public Hearing Public Participation – None

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 9:07 P.M.

I. Public Participation - None

J. Special Presentation(s)

J-1. South Mountains Regional Hazard Mitigation Plan – Mr. Kevin Shook, Transylvania County Communications Director and Addressing Coordinator, presented the Four-County Hazard Mitigation Plan. He explained this is the third edition of the Plan, with the first being adopted in 2005 and the second in 2011. In 2013, FEMA put out a bulletin explaining that grant dollars to update a Plan would require it to be a regionalized multi-county Plan. Proposed Plan consists of Transylvania, Henderson, Polk and Rutherford Counties. Adoption of the Plan will provide these Counties with the ability to apply for federal grants. He asked for City Council’s formal adoption of the Plan.

K. Consent Agenda and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Harris read aloud the items listed, and asked if Council desired to remove an item for discussion, or, to add an item(s) to the Consent Agenda. Mayor suggested New business Item M-1 Galloway-Radford House be added, M-2 UDO Text Amendments on Signs; and, M-6 Brevard Housing Authority appointment of Tamara Heinemann as recommended by the Brevard Housing Authority, be added to the consent agenda.

Mr. Morrow moved, seconded by Ms. Hollingsworth, the Consent Agenda be amended to add New Business Items M-1, M-2, M-6b, and M-8 Resolution to Adopt the South Mountain Regional Hazard Mitigation Plan, and the Consent Agenda be adopted as amended. Motion carried unanimously. Consent correspondence items were accepted as information only, no action. The following ten items were approved:

K-1. Resolution No. 2015-13 Establishing the City Council Public Safety (Police and Fire) Committee

**RESOLUTION NO. 2015-13
RESOLUTION ESTABLISHING THE CITY COUNCIL
PUBLIC SAFETY (POLICE AND FIRE) COMMITTEE**

WHEREAS, the Brevard City Council initiated five new City Council Committees at their April 20, 2015, meeting. City Council Committees will operate as policy review and discussion arms of City Council, providing an opportunity to explore implications of policy alternatives and the policy development process while serving in an advisory capacity to Council as a whole; and

WHEREAS, Committees will review policy matters referred to them, inform and educate Council on existing City programs and issues, and review other related matters. City Council Committees will not become involved in City administration but instead are expected to anticipate the full range of considerations and concerns related to various policy questions. When participating on Committees, members are expected to temper their role as policy advocates in order to fully evaluate all alternatives; and

WHEREAS, each Committee shall be composed of two City Council members, one to serve as Chair and the other serving as Vice Chair, with the Mayor appointing the Chair and Vice-Chair of the Committee. The Mayor will serve ex officio. Although not required, each Committee may have citizen members appointed by City Council utilizing the same application appointment process as required for appointment to Citizen Advisory Boards or Committees.

WHEREAS, the initial appointment term of City Council members shall be from April 20, 2015, to December 31, 2015. Thereafter, appointed Council members will serve a two year term beginning January 1 following an election. Citizen members shall serve a two year term ending in May. City Directors and staff members (by position) are permanent Committee members; and

WHEREAS, the Brevard City Council approved establishing the “City Council Public Safety (Police and Fire) Committee”, as one of the five Committees. The purpose of the Committee is to review and make recommendations to the City Council on major equipment and apparatus purchases, new facilities and/or renovations, staffing levels, community outreach, fire and police programs, and other matters in the Police and Fire Departments.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BREVARD:

Section 1. Brevard City Council approved the appointment of Council Member Maurice Jones (Chair) and Mayor Pro Tem Mac Morrow (Vice-Chair) to serve on the City Council Public Safety (Police and Fire) Committee, along with Mayor Jimmy Harris as “ex officio”, at their April 20, 2015, meeting. Their initial term to serve will be April 20, 2015 – December 31, 2015.

Section 2. The City Council Public Safety (Police and Fire) Committee will soon schedule its initial organizational meeting.

Section 3. The City Council Public Safety (Police and Fire) Committee shall consist of the following members and terms of office:

Two City Council Members	Two Year Term; Appointments in January
City Manager	Permanent
Police Chief	Permanent
Fire Chief	Permanent
Mayor	<i>Ex Officio</i>

Section 4. The City Council Public Safety (Police and Fire) Committee will fix a scheduled date and time to meet, or, will meet on an as needed basis. All meetings are subject to the Open Meeting laws and Notice requirements. Minutes shall be provided by a City staff member or their representative.

Section 5. Restriction on Quorum. This Committee shall not meet unless at least one of the City Council Members who are Committee members is present.

Section 6. Purpose. The purpose of this Committee is to help Council investigate and explore areas of need and future planning for the subject area of this Committee. It is expected that the Council members, rather than the Committee as a whole or by majority, will report back to Council with ideas and recommendations. One or both Council members shall serve as Committee Chair. Therefore, no votes shall be taken unless a motion is made by one of the Council members, in which event those Committee members present shall be entitled to vote on a motion made, once a second is offered.

Section 7. Citizen Committee Members are Optional. Citizen Committee members need not be appointed and if not, the Committee will serve as a full committee without them. If appointed, they may be re-appointed for up to three successive terms.

Approved and adopted this the 15th day of June, 2015.

K-2. Resolution No. 2015-14 Establishing the City Council Parks, Trails and Recreation Committee

**RESOLUTION NO. 2015-14
RESOLUTION ESTABLISHING THE CITY COUNCIL
PARKS, TRAILS AND RECREATION COMMITTEE**

WHEREAS, the Brevard City Council initiated five new City Council Committees at their April 20, 2015, meeting. City Council Committees will operate as policy review and discussion arms of City Council, providing an opportunity to explore implications of policy alternatives and the policy development process while serving in an advisory capacity to Council as a whole; and

WHEREAS, Committees will review policy matters referred to them, inform and educate Council on existing City programs and issues, and review other related matters. City Council Committees will not become involved in City administration but instead are expected to anticipate the full range of considerations and concerns related to various policy questions. When participating on Committees,

members are expected to temper their role as policy advocates in order to fully evaluate all alternatives; and

WHEREAS, each Committee shall be composed of two City Council members, one to serve as Chair and the other serving as Vice Chair, with the Mayor appointing the Chair and Vice-Chair of the Committee. The Mayor will serve *ex officio*. Although not required, each Committee may have citizen members appointed by City Council utilizing the same application appointment process as required for appointment to Citizen Advisory Boards or Committees; and

WHEREAS, the initial appointment term of City Council members shall be from April 20, 2015, to December 31, 2015. Thereafter, appointed Council members will serve a two year term beginning January 1 following an election. Citizen members shall serve a two year term ending in May. City Directors and staff members (by position) are permanent Committee members; and

WHEREAS, the Brevard City Council approved establishing the "City Council Parks, Trails and Recreation Committee", as one of the five Committees. The purpose of the Committee is to develop, recommend, and coordinate implementation of recreation and pedestrian plans and policies to City Council.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BREVARD:

Section 1. Brevard City Council approved the appointment of Council Member Wes Dickson (Chair) and Council Member Ann Hollingsworth (Vice-Chair) to serve on the City Council Parks, Trails and Recreation Committee, along with Mayor Jimmy Harris as "*ex officio*", at their April 20, 2015, meeting. Their initial term to serve will be April 20, 2015 – December 31, 2015.

Section 2. The City Council Parks, Trails and Recreation Committee met on June 4, 2015, for its initial organizational meeting.

Section 3. The City Council Parks, Trails and Recreation Committee shall consist of the following members and terms of office:

Two City Council Members	Two Year Term; Appointments in January
City Manager	Permanent
Parks and Property Management Director	Permanent
Planning Director	Permanent
Four Citizen Appointments	Two Year Term; Terms end in May
Mayor	<i>Ex Officio</i>

Section 4. The initial four citizen appointments shall be those citizens who were appointed by Resolution No. 2014-15 to serve on the "Pedestrian Planning / Bicycle Task Force". They are: Jimmy Perkins, Colin Izzard, Ben Hardy and Dr. Marty Ingram.

Section 5. The Pedestrian Planning / Bicycle Task Force (Resolution 2014-15) is hereby dissolved.

Section 6. The City Council Parks, Trails and Recreation Committee will fix a scheduled date and time to meet, or, will meet on an as needed basis. All meetings are subject to the Open Meeting laws and Notice requirements. Minutes shall be provided by a City staff member or their representative.

Section 7. Restriction on Quorum. This Committee shall not meet unless at least one of the City Council Members who are Committee members is present.

Section 8. Purpose. The purpose of this Committee is to help Council investigate and explore areas of need and future planning for the subject area of this Committee. It is expected that the Council members, rather than the Committee as a whole or by majority, will report back to Council with ideas and recommendations. One or both Council members shall serve as Committee Chair. Therefore, no votes shall be taken unless a motion is made by one of the Council members, in which event those Committee members present shall be entitled to vote on a motion made, once a second is offered.

Section 9. Citizen Committee Members are Optional. Citizen Committee members need not be appointed and if not, the Committee will serve as a full committee without them. If appointed, they may be re-appointed for up to three successive terms.

Approved and adopted this the 15th day of June, 2015.

K-3. Resolution No. 2015-15 Establishing the City Council Finance and Human Resources Committee

**RESOLUTION NO. 2015-15
RESOLUTION ESTABLISHING THE CITY COUNCIL
FINANCE AND HUMAN RESOURCES COMMITTEE**

WHEREAS, the Brevard City Council initiated five new City Council Committees at their April 20, 2015, meeting. City Council Committees will operate as policy review and discussion arms of City Council, providing an opportunity to explore implications of policy alternatives and the policy development process while serving in an advisory capacity to Council as a whole; and

WHEREAS, Committees will review policy matters referred to them, inform and educate Council on existing City programs and issues, and review other related matters. City Council Committees will not become involved in City administration but instead are expected to anticipate the full range of considerations and concerns related to various policy questions. When participating on Committees, members are expected to temper their role as policy advocates in order to fully evaluate all alternatives; and

WHEREAS, each Committee shall be composed of two City Council members, one to serve as Chair and the other serving as Vice Chair, with the Mayor appointing the Chair and Vice-Chair of the Committee. The Mayor will serve ex officio. Although not required, each Committee may have citizen members appointed by City Council utilizing the same application appointment process as required for appointment to Citizen Advisory Boards or Committees; and

WHEREAS, the initial appointment term of City Council members shall be from April 20, 2015, to December 31, 2015. Thereafter, appointed Council members will serve a two year term beginning January 1 following an election. Citizen members shall serve a two year term ending in May. City Directors and staff members (by position) are permanent Committee members; and

WHEREAS, the Brevard City Council approved establishing the "City Council Finance and Human Resources Committee", as one of the five Committees. The purpose of the Committee is to review and make recommendations to the City Council on major financings, financial and accounting software upgrades, information technology upgrades, annual audited financial reports, employee medical program and benefits, personnel policies and other finance and human resources matters.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BREVARD:

Section 1. Brevard City Council approved the appointment of Council Member Charlie Landreth (Chair) and Council Member Wes Dickson (Vice-Chair) to serve on the City Council Finance and Human Resources Committee, along with Mayor Jimmy Harris as "ex officio", at their April 20, 2015, meeting. Their initial term to serve will be April 20, 2015 – December 31, 2015.

Section 2. The City Council Finance and Human Resources Committee will soon schedule its initial organizational meeting.

Section 3. The City Council Finance and Human Resources Committee shall consist of the following members and terms of office:

Two City Council Members	Two Year Term; Appointments in January
City Manager	Permanent
Finance Director	Permanent
Human Resources Director	Permanent
Mayor	<i>Ex Officio</i>

Section 4. The City Council Finance and Human Resources Committee will fix a scheduled date and time to meet, or, will meet on an as needed basis. All meetings are subject to the Open Meeting laws and Notice requirements. Minutes shall be provided by a City staff member or their representative.

Section 5. Restriction on Quorum. This Committee shall not meet unless at least one of the City Council Members who are Committee members is present.

Section 6. Purpose. The purpose of this Committee is to help Council investigate and explore areas of need and future planning for the subject area of this Committee. It is expected that the Council members, rather than the Committee as a whole or by majority, will report back to Council with ideas and recommendations. One or both Council members shall serve as Committee Chair. Therefore, no votes shall be taken unless a motion is made by one of the Council members, in which event those Committee members present shall be entitled to vote on a motion made, once a second is offered.

Section 7. Citizen Committee Members are Optional. Citizen Committee members need not be appointed and if not, the Committee will serve as a full committee without them. If appointed, they may be re-appointed for up to three successive terms.

Approved and adopted this the 15th day of June, 2015.

K-4. Resolution No. 2015-16 Establishing the City Council Downtown Master Plan Committee

**RESOLUTION NO. 2015-16
RESOLUTION ESTABLISHING THE CITY COUNCIL
DOWNTOWN MASTER PLAN COMMITTEE**

WHEREAS, the Brevard City Council initiated five new City Council Committees at their April 20, 2015, meeting. City Council Committees will operate as policy review and discussion arms of City Council, providing an opportunity to explore implications of policy alternatives and the policy development process while serving in an advisory capacity to Council as a whole; and

WHEREAS, Committees will review policy matters referred to them, inform and educate Council on existing City programs and issues, and review other related matters. City Council Committees will not become involved in City administration but instead are expected to anticipate the full range of considerations and concerns related to various policy questions. When participating on Committees, members are expected to temper their role as policy advocates in order to fully evaluate all alternatives; and

WHEREAS, each Committee shall be composed of two City Council members, one to serve as Chair and the other serving as Vice Chair, with the Mayor appointing the Chair and Vice-Chair of the Committee. The Mayor will serve *ex officio*. Although not required, each Committee may have citizen members appointed by City Council utilizing the same application appointment process as required for appointment to Citizen Advisory Boards or Committees; and

WHEREAS, the initial appointment term of City Council members shall be from April 20, 2015, to December 31, 2015. Thereafter, appointed Council members will serve a two year term beginning January 1 following an election. Citizen members shall serve a two year term ending in May. City Directors and staff members (by position) are permanent Committee members; and

WHEREAS, the Brevard City Council approved establishing the "City Council Downtown Master Plan Committee", as one of the five Committees. The purpose of the Committee is to recommend to City Council policy and direction on the matters of the Downtown Master Plan, streetscape, redevelopment, economic development, parking, improved communication with partners for the improvement of the downtown, and other matters of the downtown.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BREVARD:

Section 1. Brevard City Council approved the appointment of Council Member Ann Hollingsworth (Chair) and Council Member Charlie Landreth (Vice-Chair) to serve on the City Council Downtown Master Plan Committee, along with Mayor Jimmy Harris as "ex officio", at their April 20, 2015, meeting. Their initial term to serve will be April 20, 2015 – December 31, 2015.

Section 2. The City Council Downtown Master Plan Committee is scheduled to meet on Thursday, June 11, 2015 for its initial organizational meeting.

Section 3. The City Council Downtown Master Plan Committee shall consist of the following members and terms of office:

Two City Council Members	Two Year Term; Appoint in January
City Manager	Permanent
Planning Director (<i>or Dept. representative</i>)	Permanent
Two Heart of Brevard Executive Representatives	Permanent
Four Citizen Appointments	Two Year Term; term ends in May
Mayor	<i>Ex Officio</i>

Section 4. The City Council Downtown Master Plan Committee will fix a scheduled date and time to meet, or, will meet on an as needed basis. All meetings are subject to the Open Meeting laws and meeting Notice requirements. Minutes shall be provided by a City staff member or their representative.

Section 5. Restriction on Quorum. This Committee shall not meet unless at least one of the City Council Members who are Committee members is present.

Section 6. Purpose. The purpose of this Committee is to help Council investigate and explore areas of need and future planning for the subject area of this Committee. It is expected that the Council members, rather than the Committee as a whole or by majority, will report back to Council with ideas and recommendations. One or both Council members shall serve as Committee Chair. Therefore, no votes shall be taken unless a motion is made by one of the Council members, in which event those Committee members present shall be entitled to vote on a motion made, once a second is offered.

Section 7. Citizen Committee Members are Optional. Citizen Committee members need not be appointed and if not, the Committee will serve as a full committee without them. If appointed, they may be re-appointed for up to three successive terms.

Approved and adopted this the 15th day of June, 2015.

K-5. Public Works Department April 2015 Report**K-6. Finance Department May 2015 Report****K-7. Correspondence - No Action. (Offered to Council as information only.)**

- a. 2015 Municipal Election, Filing period July 6-17, 2015
- b. NCDENR Lead & Copper Sampling Audit (May 7, 2015)
- c. ABC Board Proposed 2016 Budget
- d. May 2015 Transylvania County Building Department Permit Activity.

K-8. (M-1) Ordinance No. 2015-11 Ordinance Designation As An Historic Landmark the Galloway-Radford House**ORDINANCE NO. 2015-11**

AN ORDINANCE DESIGNATING AS AN HISTORIC LANDMARK CERTAIN PROPERTY KNOWN AS THE GALLOWAY-RADFORD HOUSE AS IS MORE SPECIFICALLY DESCRIBED IN A DEED IN THE TRANSYLVANIA COUNTY REGISTER OF DEEDS OFFICE, IN DEED BOOK 326, AT PAGE 525, AND BEING DATED 2005, SAID PROPERTY BEING OWNED BY MARK S. AND GAY F. CASE. THE PARCEL OF LAND BEING ESPECIALLY DESIGNATED IS THE ENTIRE EXTERIOR OF THE HOUSE LOCATED ON THE LAND LISTED UNDER TAX PARCEL NO. 8585-68-8053-000 IN THE TRANSYLVANIA COUNTY TAX OFFICE, BREVARD, NORTH CAROLINA.

WHEREAS, all the prerequisites to the adoption of this Ordinance described in Chapter 160A, Article 19, as amended of the North Carolina General Statutes and Ordinance No. 1997-26 of the City of Brevard have been fully completed; and

WHEREAS, the City Council has taken into full consideration all statements and information presented during a public hearing held June 15, 2015, on the question of designating certain property known as the Galloway-Radford House as a historic landmark; and

WHEREAS, the Galloway-Radford House was built in or near the year 1905 as a residence; and

WHEREAS, the Galloway-Radford House possesses special significance in terms of its late Victorian/Queen Anne form with Colonial Revival architecture and includes three distinctive three bay windows topped with pedimented gables, a prominent wrap around porch supported by Tuscan columns, pebbledash finished exterior, and brick pilasters accenting the corners of the structure; and

WHEREAS, the Galloway-Radford House possesses special significance in terms of its prominent location at the end of East Main Street and being a said contributing parcel to the East Main Street National Historic District; and

WHEREAS, the property known as the Galloway-Radford House is presently owned by Mark S. and Gay F. Case;

NOW, THEREFORE, be it ordained by the City Council of Brevard, North Carolina:

1. That the property known as the Galloway Radford House (including the entire exterior of the building on the parcel listed under Tax parcel No. 8585-68-8053-000) is hereby designated as an historic landmark pursuant to Chapter 160A, Article 19, as amended, of the North Carolina General Statutes and Ordinance No. 1997-26 of the City of Brevard. The location of said landmark is hereby noted as being situated at 33 Deacon Lane, Brevard, North Carolina. The exterior features of the Galloway-Radford House are more completely described in the Application for Local Historic Landmark Status, dated October 29, 2013.

2. That said designated historic landmark may be materially altered, restored, moved or demolished only following the issuance of a Certificate of Appropriateness by the Joint Historic Preservation Commission. With regard to issuance of any Certificate of Appropriateness, the provisions of Ordinance No. 1997-26 of the City of Brevard shall control.

3. This Ordinance shall not be construed to prevent or delay ordinary maintenance or repair of any architectural feature in or on said landmark that does not involve a change in design, material or outer appearance, nor to prevent or delay the construction, reconstruction, alteration, restoration, demolition or removal of any such feature in the event that a building inspector or similar official certifies to the Commission that such action is required for the public safety because of an unsafe condition. Nothing herein shall be construed or interpreted to prevent the owner of the historic landmark from making any use not prohibited by other statutes, ordinance or regulations, including the zoning ordinance of the City of Brevard.

4. A suitable sign may be posted on the property with the owners' permission or near the property in the city right-of-way, indicating that said property has been designated as an historic landmark, and containing any other appropriate information. Such sign must comply with the Sign Ordinance of the City of Brevard.

5. The owner of the historic landmark known as the Galloway-Radford House shall be given notice of this Ordinance as required by law, and a certified copy of this Ordinance shall be filed and indexed in the offices of the Transylvania County Register of Deeds and Brevard City Clerk.

6. The Galloway Radford House is hereby designated as an historic landmark, shall be subject to the provisions of Chapter 160A, Article 19, as amended, of the North Carolina General Statutes, as well as any subsequent amendments thereto, and Ordinance No. 1997-26 of the City of Brevard, as well as any subsequent amendments thereto.

This Ordinance shall be effective upon its adoption and approval.

Adopted and approved this 15th day of June, 2015.

K-9. (M-2) Ordinance No. 2015-12 UDO Text Amendment, Chapter 12 Signs, Group Developments, Add Section 12.11.A.9 and Amend Section 12.11.A.1

ORDINANCE NO. 2015-12

**AN ORDINANCE AMENDING THE CITY OF BREVARD
UNIFIED DEVELOPMENT ORDINANCE
CHAPTER 12. SIGNS REGARDING GROUND SIGNS IN GROUP DEVELOPMENTS**

WHEREAS, the City of Brevard Planning Board and Planning Department Staff have recommended that Brevard City Code, Unified Development Ordinance, Chapters 12. Signs, be amended to provide for additional flexibility in the proximity of ground signs in group developments, and that all tenants be represented on such signs; and,

WHEREAS, Brevard City Council finds that these proposed amendments are consistent with the City of Brevard Land Use Plan and other plans and policies of the City of Brevard; and,

WHEREAS, a public hearing was conducted on Monday, May 18, 2015 and Monday, June 15, 2015, by Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed amendments, it is the desire of the City Council of the City of Brevard that Brevard City Code, Unified Development Ordinance, be amended as outlined below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 01. Brevard City Code, Unified Development Ordinance, Chapter 12. Signs, Subsection 12.11.A.1 is hereby amended to read as follows:

No part of any ground sign shall be closer than 300 feet to any part of another ground sign within the same development along the same street frontage.

SECTION 02. Brevard City Code, Unified Development Ordinance, Chapter 12. Signs, Subsection 12.11.A.9 is hereby established and enacted and shall read as follows:

New ground signs shall be designed to provide a sign panel for all tenants or business units within the same development. When multiple ground signs are employed within the same development, the property owner may distribute tenant panels among the various signs at his or her discretion.

SECTION 03. As to any conflict between this Ordinance and any parts of existing Ordinances, the provisions of this Ordinance shall control.

SECTION 04. If any section, subsection, paragraph, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 05. The enactment of this Ordinance shall in no way affect the running of any Amortization provisions or enforcement actions, or otherwise cure any existing zoning violations.

SECTION 06. This Ordinance shall be in full force and effect from and after the date of its adoption.

Adopted and approved this the 15th day of June, 2015.

K-10. (M-6b) Board and Committee Appointment – The Board of Commissioners of the Brevard Housing Authority recommended Ms. Tamara Heinemann be appointed to fill the unexpired term of Ron Rutherford. As recommended, City Council appointed Ms. Tamara M. Heinemann to serve on the Brevard Housing Authority with the term set to expire November 2020.

K-11. (M-8) Resolution No. 2015-17 To Adopt the South Mountain Regional Hazard Mitigation Plan

**RESOLUTION NO. 2015-17
A RESOLUTION TO ADOPT THE
SOUTH MOUNTAINS REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the City of Brevard is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the City of Brevard desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Brevard City Council to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Brevard City Council to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the City of Brevard; and

WHEREAS, the City of Brevard, in coordination with Henderson County, Flat Rock, Fletcher, Hendersonville, Laurel Park, Polk County, Columbus, Saluda, Tryon, Rutherford County, Bostic, Chimney Rock Village, Ellenboro, Forest City, Lake Lure, Ruth, Rutherfordton, Spindale, Transylvania County and the Town of Rosman has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the South Mountains Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brevard, North Carolina, hereby:

Adopts the South Mountains Regional Hazard Mitigation Plan; and

Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Approved and adopted on this the 15th day of June, 2015.

L. Unfinished Business - None

M. New Business

M-3. Drafted Ordinance No. 2015-_____ Amending the Official Zoning Map to Implement the Railroad Avenue Small Area Plan; and

M-4. Drafted Ordinance No. 2015-_____ UDO Text Amendment, Chapters 2, 3, and 5, To Establish Railroad Avenue Mixed-Use District Standards

Mayor Harris explained these two items upon the Agenda are closely connected/related to one another. This first one is for consideration of an ordinance establishing the Railroad Avenue Small Area Plan zoning map; and the next (M-4) is to consider an ordinance providing the zoning text/standards for the Railroad Avenue Small Area Plan.

Council members discussed both the map and drafted text.

Mr. Jones moved that both the Railroad Avenue Small Area Plan map ordinance (M-3) and the proposed text amendment ordinance (M-4), be tabled. Motion was seconded by Mr. Morrow.

Discussion on the Motion: Mr. Landreth suggested with the motion to table that Council describe their concerns in order to include some direction to the Staff and Planning Board.

Described were:

1. Prefer the Comprehensive Plan be completed first.
2. Probart Street – Residents of Probart Street in attendance at tonight’s public hearing have asked that their street not be included in the Railroad Avenue Small Area Plan. Having heard their concerns, Council is inclined to agree.
3. Probart Street – Sensitive to the residents concern that to change to mixed use would allow commercial element to come into the neighborhood. Protection of neighborhood is fundamental to our Ordinances. Need to be careful to not change historical neighborhoods.
4. We already have mixed use district from Caldwell to Railroad Avenue. Would like to know the rational for, and what would be accomplished by, extending mixed use district to the city limits.
5. Better define the City’s goals in the Railroad Avenue Small Area Plan. Are they to accomplish real estate value impact on the market? Provide for small scale industrial opportunities? Mixed use to bring about higher density?
6. West Loop. When the West Loop goes through, it will likely put more traffic pressure on Probart Street, and, could result in some changes to the character of the neighborhood. Important we have a pretty good idea conceptually what the impact of the West Loop will be. How do we use our zoning map to protect the residential character? Tendency for a road like the West Loop is to be commercial.

Vote on the Motion to table: Motion carried unanimously

M-5. Ordinance No. 2015-13 Fiscal Year 2015-2016 Budget Ordinance and Fee Schedule

Council reviewed and discussed the drafted Budget Ordinance and Fee Schedule and expressed concerns with the proposed increases in the Planning Department fee schedule. Discussed keeping the current (FY2014-15) planning department fee schedule while adopting the other proposed fee schedule changes (Franklin Park Pool, Leache, and utility minimum gallon). Briefly discussed the Special Event fees with Mr. Dickson suggesting the City consider adding the “Assault on the Carolinas” as a City sponsored special event, and, he asked if Council should wait until August to decide on whether or not to lower the water gallon rate as proposed in the Fee Schedule.

Mr. Fatland advised, if Council desires, a Resolution could be drafted to include the Assault on the Carolinas as a City sponsored special event for Council’s consideration at their August meeting.

Mr. Morrow moved, seconded by Mr. Landreth, Council adopt the Budget Ordinance as presented and to adopt the Fee Schedule changes of the 2 cent tax increase, Franklin Park Pool fees, Leache fees and to lower the utility minimum gallons; however, not adopt the proposed Planning Department fee increases but rather have those fees remain as they exist today in the FY 2014-15 Fee Schedule.

Discussion: Revisit the Fee Schedule in August at Work Session or in September.

Vote on Motion: Unanimous

ORDINANCE NO. 2015-13

CITY OF BREVARD FY 2015-2016 BUDGET ORDINANCE

Minutes – Brevard City Council Meeting – June 15, 2015

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the City Government and its activities for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016 in accordance with the Chart of Accounts heretofore established for the City of Brevard:

	Budget
Governing Body	\$113,268.00
Administrative	\$607,656.00
Finance	\$689,998.00
Legal	\$63,000.00
Planning	\$696,276.00
Parks & Property	\$550,497.00
Police	\$2,538,171.00
Public Services	\$0.00
• Administration	\$320,938.00
• Garage	\$571,461.00
• Streets Local	\$659,217.00
• Streets Powel Bill	\$222,000.00
• Sanitation	\$722,024.00
• Total Public Services	\$0.00
Recreation	\$98,316.00
Non-Departmental	\$746,628.00
Economic Development	\$69,000.00
TOTAL EXPENDITURES	\$8,668,450.00

Section 2. It is estimated that the following revenues will be available to the General Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Taxes & Licenses/Permits	\$6,101,700.00
Inter-Government Revenues - NC	\$0.00
Refuse Collection Fees	\$877,000.00
Transfer from Other Funds	\$575,100.00
Contractual Fees	\$0.00
Charges to Utility Fund	\$395,000.00
ABC Revenue	\$125,000.00
Other Revenue	\$509,650.00
Fund Balance Appropriated - Capital Budget	\$85,000.00
TOTAL REVENUES	\$8,668,450.00

Section 3. The following amounts are hereby appropriated in the Water and Sewer Utility Fund for the operation of said utilities for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Water Plant Operations	\$894,422.00
Water Distrubution	\$492,974.00
Waste Water Treatment Plant Operations	\$1,244,896.00
Sewer Collection	\$771,332.00
Non-Departmental	\$1,115,207.00
Contingency	\$159,669.00
TOTAL EXPENDITURES	\$4,678,500.00

Section 4. It is estimated that the following revenues will be available to the Water and Sewer Utility Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Water Billings	\$2,350,000.00
Sewer Billings	\$2,120,000.00
Meter Fees	\$136,000.00
Other Revenues	\$72,500.00
TOTAL REVENUES	\$4,678,500.00

Section 5. The following amounts are hereby appropriated in the Heart of Brevard Municipal Service District Tax Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Contract Services	\$0.00
Transfer to General Fund	\$120,700.00
TOTAL EXPENDITURES	\$120,700.00

Section 6. It is estimated that the following revenues will be available to the Heart of Brevard Municipal Service District Tax Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Service District Tax - Current & Prior Years	\$120,700.00
Fund Balance Appropriated	\$0.00
TOTAL REVENUES	\$120,700.00

Section 7. The following revenues will be continued for the Capital Reserve Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Fund Balance Appropriated	\$0.00
Impact Fees & Interest Income	\$20,000.00
Transfer from Utility Funds	\$0.00
TOTAL REVENUES	\$20,000.00

Section 8. The following expenditures will be continued for the Capital Reserve Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer to Utility Capital Projects Fund	\$0.00
Incorporate in Fund Balance	\$20,000.00
TOTAL EXPENDITURES	\$20,000.00

Section 9. The following amounts are hereby appropriated in the Bjerg Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer to General Fund	\$100.00
TOTAL EXPENDITURES	\$100.00

Section 10. It is estimated that the following revenues will be available to the Bjerg Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Interest on Investments	\$100.00
TOTAL EXPENDITURES	\$100.00

Section 11. The following amounts are hereby appropriated in the Fire District Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Operations, Capital, & Debt Expenditures	\$648,530.00
TOTAL EXPENDITURES	\$648,530.00

Section 12. It is estimated that the following revenues will be available to the Fire District Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer from General Fund	\$339,830.00
Fire District Tax	\$308,700.00
TOTAL REVENUES	\$648,530.00

Section 13. The following amounts are hereby appropriated in the Multi-Use Paths Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Pedestrian/Bike Path	\$90,000.00
Eng. & Construction (West Loop Phase 1)	\$107,000.00
Eng. & Construction (Railroad Ave.)	\$100,000.00
TOTAL EXPENDITURES	\$297,000.00

Section 14. It is estimated that the following revenues will be available to the Multi-Use Paths Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer from General Fund	\$90,000.00
Fund Balance Appropriated	\$207,000.00
TOTAL REVENUES	\$297,000.00

Section 15. The following amounts are hereby appropriated in the Narcotics Task Force for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Operating Expenses	\$45,100.00
TOTAL EXPENDITURES	\$45,100.00

Section 16. It is estimated that the following revenues will be available to the Narcotics Task Force for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transylvania County	\$15,000.00
Transfer from General Fund	\$15,000.00
State Controller Payments	\$10,000.00
Federal Asset Fund - Sheriff	\$0.00
Federal Asset Fund - Police	\$5,000.00
Interest in Investments	\$100.00
TOTAL REVENUES	\$45,100.00

Section 17. The following amounts are hereby appropriated in the Downtown Master Plan for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Clemson Park & Other Downtown Improv.	\$300,000.00
Design & Construction Costs	\$511,167.00
TOTAL EXPENDITURES	\$811,167.00

Section 18. It is estimated that the following revenues will be available to the Downtown Master Plan for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Fund Balance Appropriated	\$620,167.00
Heart of Brevard	\$11,000.00
Transfer from General Fund	\$180,000.00
TOTAL REVENUES	\$811,167.00

Section 19. The following amounts are hereby appropriated in the Rosenwald Revitalization Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Property Acquisition	\$240,000.00
TOTAL EXPENDITURES	\$240,000.00

Section 20. It is estimated that the following revenues will be available to the Rosenwald Revitalization Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Fund Balance Appropriated	\$16,500.00
State PARTF Grant	\$223,500.00
TOTAL REVENUES	\$240,000.00

Section 21. It is estimated that the following revenues will be available to the Other Post-Employment Benefits Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer from General Fund	\$12,000.00
Transfer from Utility Fund	\$6,750.00
TOTAL REVENUES	\$18,750.00

Section 22. The following amounts are hereby appropriated in the Other Post-Employment Benefits Fund for Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Increase in Fund Balance	\$18,750.00
(Transfer to Irrevocable Trust)	
TOTAL EXPENDITURES	\$18,750.00

Section 23. The following revenue amounts are hereby appropriated in the Health Insurance Fund for Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer from General Fund	\$839,812.00
Transfer from Utility Fund	\$264,688.00
Dental Dependent Premiums	\$55,000.00
Retiree Premiums	\$12,000.00
TOTAL REVENUES	\$1,171,500.00

Section 24. The following amounts are hereby appropriated in the Health Insurance Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Health Insurance Costs	\$1,171,500.00
TOTAL EXPENDITURES	\$1,171,500.00

Section 25. It is estimated that the following revenues will be available to the Utility Capital Project Fund for Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Transfer from Capital Reserve	
NCDENR Construction Grants & Loans	\$7,819,034.00
TOTAL REVENUES	\$7,819,034.00

Section 26. The following amounts are hereby appropriated in the Utility Capital Project Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Water & Sewer Design/Construction Costs	\$7,819,034.00
TOTAL EXPENDITURES	\$7,819,034.00

Section 27. It is estimated that the following revenues will be available to the Housing Trust Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Developer Loan Payment	\$13,332.00
TOTAL REVENUES	\$13,332.00

Section 28. The following amounts are hereby appropriated in the Housing Trust Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

	Budget
Increase in Fund Balance	\$13,332.00
TOTAL EXPENDITURES	\$13,332.00

Section 29. It is estimated that the following revenue will be available to the Terrell L. Scruggs Scholarship Fund beginning July 1, 2015 and ending June 30, 2015:

	Budget
Contributions & Donations	\$11,500.00
TOTAL REVENUES	\$11,500.00

Section 30. The following amounts are hereby appropriated in the Terrell L. Scruggs Scholarship Fund beginning July 1, 2015 and ending June 30, 2016:

	Budget
Scholarships, Expenses, & Fund Balance Incr.	\$11,500.00
TOTAL EXPENDITURES	\$11,500.00

Section 31. The Revenues and Expenditures set forth in Section 1 through Section 30 of this Ordinance are hereby summarized as follows:

	Budget
General Fund	\$8,668,450.00
Water & Sewer Utility Fund	\$4,678,500.00
Utility Capital Projects Fund	\$7,819,034.00
Capital Reserve Fund	\$20,000.00
Heart of Brevard MSD Fund	\$120,700.00
Bjerg Fund	\$100.00
Fire District Fund	\$648,530.00
Multi-use Paths Fund	\$297,000.00
Narcotics Task Force Fund	\$45,100.00
Downtown Master Plan Fund	\$811,167.00
Rosenwald Revitalization Fund	\$240,000.00
Other Post-Employment Benefits Fund	\$18,750.00
Health Insurance Fund	\$1,171,500.00
Housing Trust Fund	\$13,332.00
Terrell L. Scruggs Scholarship Fund	\$11,500.00
TOTAL BUDGET APPROPRIATIONS	\$24,563,663.00

Section 32. There is hereby levied a tax at the rate of forty-seven and one-fourth cents (\$0.4725) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2015 for the purpose of raising the revenue listed as Taxes in the General Fund in Section 2 of this Ordinance. This rate is based on an estimated total valuation of property for the purposes of taxation of \$965,000,000 and an estimated collection rate of 99.6%.

Section 33. There is hereby further levied a tax at the rate of twenty-two and one-half cents (\$0.2250) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2015 within the boundaries of the Heart of Brevard Municipal Service District for the purpose of raising the revenue listed as Taxes in the Heart of Brevard Municipal Service District Tax Fund in Section 6 of this Ordinance. This rate is based on an estimated total valuation of property for the purposes of taxation of \$54,500,000 and an estimated collection rate of 99%.

Section 34. There is hereby further attached (Exhibit A) to said Ordinance a schedule of taxes, fees, and charges for the General and Utility Funds.

Section 35. The Budget Officer shall be authorized to reallocate departmental appropriations among the various line item expenditures of that department, as said officer believes necessary. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, provided that no departmental budget shall be reduced by more than ten percent without the prior approval of the City

Council. Any such transfers shall be reported to the City Council as its next regular meeting and shall be entered in the minutes.

Section 36. Copies of the Budget Ordinance shall be furnished to the Budget Officer and Finance Officer of the City to be kept on file by them for their direction in the collection and disbursement of funds. Said officials are hereby authorized to receive and expend funds as herein set forth in accordance with the Brevard City Code and the General Statutes of the State of North Carolina.

Adopted and approved this 15th day of June, 2015.

M-6. Board and Committee Appointments

ABC Board – Council asked Mr. Pratt if, in his opinion, they should consider returning to a three member ABC Board rather than remain at the present five member Board. Mr. Pratt replied he believes Council should keep the Board with five members.

When Council extended the terms of current ABC members Ms. Love and Mr. Tynch, it created a situation whereby all board members terms will expire at the same time, July, 2015. Therefore, in order to re-establish staggered terms, one reappointment will be for a two year term, one reappointment for a one year term, and the third appointment will be for a two year term.

Ms. Hollingsworth moved, seconded by Mr. Landreth, that Mr. Cameron Austin, Mr. Brian Philips be reappointed, and Dr. William Riecke be appointed to the ABC Board. Further move that the ABC Board make their recommendation to City Council as to who from the Board membership should serve as Chair, and, their recommendation for the term limits for Mr. Austin and Mr. Philips (one term expiring in one year; one term expiring in two years). Dr. Riecke's term will expire July 2017. Motion carried unanimously.

M-7. Ordinance No. 2015-14 Fiscal Year 2014-2015 Budget Amendment One

Mr. Jones moved, seconded by Mr. Morrow, that Ordinance No. 2015-14 FY 2014-15 Budget Ordinance Amendment One be adopted as presented. Motion carried unanimously.

**ORDINANCE NO. 2015-14
AN ORDINANCE AMENDING THE FY2014-2015 BUDGET
AMENDMENT NO. ONE**

WHEREAS, the City Council of the City of Brevard has previously approved the annual budget (Ordinance No. 2014-13); and

WHEREAS, the City Council approved the Cherry Street Pedestrian/Bike Path Project Ordinance for \$92,000 at its regularly scheduled meeting on October 20, 2014; and

WHEREAS, the City Council approved the Burrell Mountain Tank Project Ordinance for \$2,669,457 at its regularly scheduled meeting on October 20, 2014; and

WHEREAS, the City Council approved Advanced Metering Infrastructure (Radio Read) Project Ordinance for \$1,405,500 at its regularly scheduled meeting on October 20, 2014; and

WHEREAS, the City Council approved Six Inch Sewer Upgrade Project for \$1,738,600 at its regularly scheduled meeting on October 20, 2014; and

WHEREAS, the City Council approved Kings Creek Sewer Phase III Project Ordinance for \$1,513,833 at its regularly scheduled meeting on October 20, 2014; and

WHEREAS, the City Council approved Kings Creek Sewer Phase II Project Ordinance for \$1,463,984 at its regularly scheduled meeting on October 20, 2014; and

WHEREAS, the City Council approved Caldwell Street Widening Improvement Project for \$362,000 at its regularly scheduled meeting on March 2, 2015; and

WHEREAS, the City Council approved I & I Mapping Project for \$55,750 at its regularly scheduled meeting on March 16, 2015; and

WHEREAS, the City Council approved Form Based Code Development Project for \$50,000 at its regularly scheduled meeting on March 16, 2015; and

WHEREAS, it is necessary to make amendments to the budgets to reflect additional revenue, appropriation of fund balance, and expenditures for Fiscal Year 2014-2015.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 01) General Fund Expenditures are hereby increased \$287,695 from \$8,454,450 to \$8,742,145 as shown below:

Finance, Information Technology & Tax Collections Department	\$24,000
Police Department	\$22,475
Planning Department	\$25,000
Building and Grounds Department	\$20,000
Public Services-Streets Department Powell Bill	\$10,745
Public Services-Streets Department Local	\$30,475
Non Departmental	\$155,000
TOTAL EXPENDITURES	\$287,695

SECTION 02) General Fund Revenue is hereby increased \$287,695 from \$8,454,450 to \$8,742,145 as shown below:

Property Taxes	\$24,000
Miscellaneous Revenue	\$16,000
Zoning Administration	\$12,000
Recycling Grant Revenue	\$60,375
Powell Bill	\$10,745
Sales Taxes	\$100,000
Beer & Wine State Tax Distribution	\$7,000
Refuse & Recycling	\$50,000
Sale of Fixed Assets	\$5,100
Donations to Police Department	\$2,475
Fund Balance Appropriated	0
TOTAL REVENUE	\$287,695

SECTION 07) Capital Reserve Revenue is hereby increased \$139,500 from \$296,868 to \$436,368 as shown as follows:

Fund Balance Appropriated	<u>\$139,500</u>
TOTAL REVENUE	\$139,500

SECTION 08) Capital Reserve Expenditures are hereby increased \$139,500 from \$296,868 to \$436,368 as shown as follows:

Transfer to Downtown Master Plan Fund	<u>\$139,500</u>
TOTAL EXPENDITURES	\$139,500

SECTION 11) Fire District Expenditures are hereby increased \$10,000 from \$620,058 to \$630,058 as shown below:

Operations, Capital & Debt Expenditures	\$10,000
---	----------

SECTION 12) Fire District Revenue is hereby increased \$10,000 from \$620,058 to \$630,058 as shown below:

Fund Balance Appropriated	\$10,000
---------------------------	----------

SECTION 13) Multi –Use Paths Fund Expenditures are hereby increased \$92,000 from \$207,000 to \$299,000 as shown below:

Cherry Street Pedestrian/Bike Path	<u>\$92,000</u>
TOTAL EXPENDITURES	\$92,000

SECTION 14) Multi-Use Paths Fund Revenue is hereby increased \$92,000 from \$207,000 to \$299,000 as shown below:

Transylvania County	\$29,000
Transylvania Tourism	\$25,000
Transfer from Capital Reserve	<u>\$38,000</u>
TOTAL REVENUE	\$92,000

SECTION 15) Narcotics Task Force Expenditures are hereby increased from \$17,757 from \$50,100 to \$67,857 as shown below:

Transylvania County Sheriff Asset Funds	<u>\$17,757</u>
TOTAL EXPENDITURES	\$17,757

SECTION 16) Narcotics Task Force Revenue is hereby increased \$17,757 from \$50,100 to \$67,857 as shown as follows:

Fund Balance Appropriated	<u>\$17,757</u>
TOTAL REVENUE	\$17,757

SECTION 17) Downtown Master Plan Expenditures are hereby increased \$162,000 from 720,167 to \$882,167 as follows as shown below:

Clemson Park, Downtown, and Caldwell Street Improvements	<u>\$162,000</u>
TOTAL EXPENDITURES	\$162,000

SECTION 18) Downtown Master Plan Revenue is hereby increased \$162,000 from \$720,167 to \$882,167 as shown below:

NCDOT (Easement)	\$22,500
Transfer from Capital Reserve	<u>\$139,500</u>
TOTAL REVENUE	\$162,000

SECTION 23) Health Insurance Fund Revenue is hereby increased \$250,000 from \$1,041,500 to \$1,291,500 as shown below:

Transfer from General Fund	\$125,000
Fund Balance Appropriated	<u>\$125,000</u>
TOTAL REVENUE	\$250,000

SECTION 24) Health Insurance Fund Expenditures are hereby increased \$250,000 from \$1,041,500 to \$1,291,500 as shown below:

Health Insurance Expenditures	<u>\$250,000</u>
TOTAL EXPENDITURES	\$250,000

SECTION 33) T.L. Scruggs Scholarship Fund Revenue is hereby increased \$6,000 from \$10,500 to \$16,500 as shown below:

Donations	<u>\$6,000</u>
TOTAL REVENUE	\$6,000

SECTION 34) T.L. Scruggs Scholarship Fund Expenditures are hereby increased \$6,000 from \$10,500 to \$16,500 as shown below:

Scholarships Awarded	\$3,500
Operation Expenditures	<u>\$2,500</u>
TOTAL EXPENDITURES	\$6,000

SECTION 35) That Revenue and Expenditures set forth in Sections 1 through Section 34 of the Ordinance Amendment have increased \$964,952 from \$23,947,624 to \$24,912,576 as follows:

General Fund	8,742,145
Water & Sewer Fund	4,672,500
Utility Capital Projects Fund	7,234,884
Capital Reserve Fund	436,368
Heart of Brevard MSD Fund	130,415
Bjerg Trust Fund	100
Fire District Fund	630,058
Multi-Use Paths Fund	299,000
Narcotics Task Force Fund	67,857
Downtown Master Plan Fund	882,167
Other Post- Employment Benefits Fund	18,750
Bracken Mountain Project Fund	30,000
Health Insurance Fund	1,291,500
Housing Trust Fund	13,332
T.L. Scruggs Scholarship Trust Fund	16,500
Rosenwald Revitalization Fund	447,000

TOTAL BUDGET APPROPRIATION	\$24,912,576

Adopted and approved this the 15th day of June, 2015

N. Remarks By Officials / Future Agenda Considerations

Mr. Morrow expressed concern with the number and location of signs that are ending up on utility posts at the intersection of Pisgah Forest, and, the Franklin Park shelter facility has not yet been cleaned up and picnic tables need to be installed soon.

Mr. Jones announced he plans to run for re-election to City Council.

Ms. Perry expressed her appreciation for the opportunity to attend her first International Institute of Municipal Clerk (IIMC) Conference.

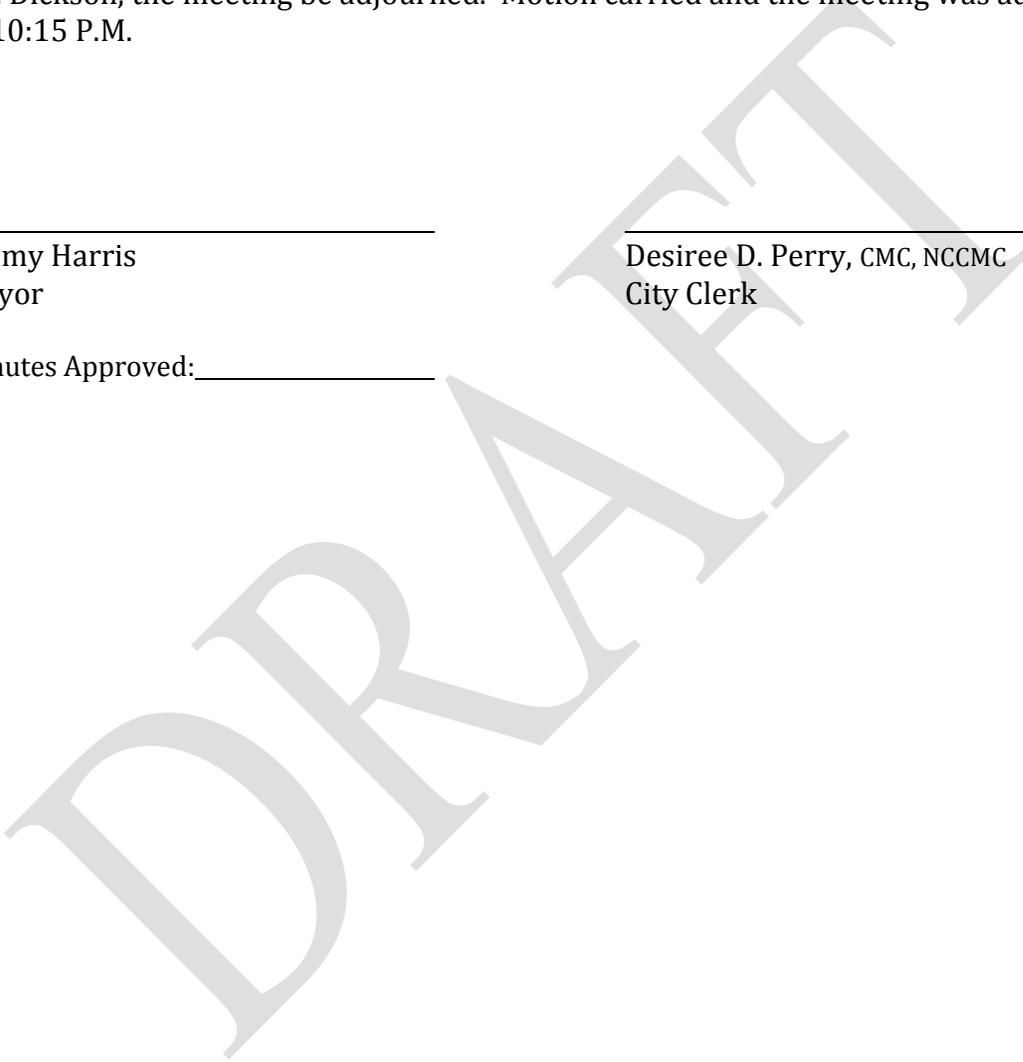
Mr. Fatland shared he is looking forward to working with Council and the Council Committees.

P. Adjourn – There being no further business, Mr. Jones moved, seconded by Mr. Dickson, the meeting be adjourned. Motion carried and the meeting was adjourned at 10:15 P.M.

Jimmy Harris
Mayor

Desiree D. Perry, CMC, NCCMC
City Clerk

Minutes Approved: _____



MINUTES
BREVARD CITY COUNCIL
Special Called Meeting
Joint Planning Board and City Council Work Session
August 3, 2015 – 5:30 PM

The Brevard City Council held a special called joint work session with the Brevard Planning Board for the purpose of hearing a presentation on Form Based Code. The joint work session was held on Monday, August 3, 2015, at 5:30 P.M. in the Council Chambers of City Hall with Mayor Jimmy Harris and Planning Board Chairman Kimsey Jackson presiding.

City Council Members Present - Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Maurice Jones, Ann Hollingsworth, Charlie Landreth and Wes Dickson. (Mr. Dickson joined the meeting in progress at 5:45 p.m.)

Planning Board Members Present – Chairman Kimsey Jackson, Demi Loftis, Jimmy Perkins, Seyl Park, Frank Porter, Katie Thompson and Chris Strassner

Staff Present – Interim City Manager and Finance Director Jim Fatland, Planning Director Daniel Cobb, Planner Aaron Bland, Planning Admin. Service Manager Janice Pinson, HR Specialist/Deputy Clerk Jill Murray and City Clerk Desiree Perry.

Press – Derek McKissock, Transylvania Times

Others – City Council Candidate Gary Daniel

A. Welcome and Call to Order – Mayor Harris called the meeting to order, welcomed those present, introduced Council members, and explained tonight's Work Session is a joint meeting with Brevard Planning Board to hear a presentation on Form Based Code. Special Called Meeting has been properly noticed and is open to the public.

Planning Board members were introduced.

B. Certification of Quorum - The City Clerk certified a quorum of City Council present. A quorum of Brevard Planning Board was also present.

C. Approval of Agenda – Agenda accepted as presented.

D. Presentation – Form Base Code

Mr. Cobb introduced Mr. Demetri Baches of Metrocology. The purpose for tonight's joint work session is to hear Mr. Baches' presentation on Form Based Code (FBC). Last fiscal year the City budgeted \$50,000 for the Form Based Code project. Five request for proposals were received; of the five received Staff believes the one received from Metrocology best suits the City's needs as their Proposal includes addressing the technical side of the code, as well as, a strong outreach to the community. Tonight is the kick-off meeting for the Project.

"A form-based code (FBC) is a way to regulate development that controls building form first and building use second, with the purpose of achieving a particular type of "place" or built environment based on a community vision."¹

Mr. Baches provided a power-point presentation to illustrate and describe areas that will be considered when working with Brevard's staff and Council in the process of creating the Form Based Code. (Power-point on file.) Considerations include: (a) zoning vs design, (b) coding vs design, (c) engineering vs design, and (d) economic, environmental and social. Components of both residential and commercial will be sensitive to design and density in areas best suited for pedestrian traffic, as well as, design and density in areas best suited for vehicle traffic. He explained a goal is for the City to act like a master developer – looking at all components – resulting in a fine tuned

master plan for Brevard. Development of the Form Based Code will take approximately two years.

Recent discussions and information provided to Council back in December, 2014, from Mr. Joe Minicozzi, Urban 3 LLC, along with the information offered by Mr. Ed McMahon of the Urban Land Institute, in the community presentation of, "The Dollars and Sense in Protecting Community Character" will be beneficial to the City in the Form Based Code process.

Briefly discussed: Value in allowing increased density where appropriate; determine if the community desires to function as a car or pedestrian form, can't be both - while both are considered, one has to be the goal; and, an increased interest in development and re-development is beginning to take place in Brevard and what, if any, stop-gap measures could be done over the next couple years as the Form Based Code is being put into place.

Council and Planning Board members thanked Mr. Baches for his presentation.

E. Adjourn - There being no further business, Ms. Hollingsworth moved, seconded by Mr. Landreth, the City Council special called meeting be adjourned. Motion carried and the Council meeting was adjourned at 7:07 P.M.

There being no further business, Planning Board member Mr. Perkins moved, seconded by Ms. Loftis, the special called meeting of the Planning Board be adjourned. Motion carried and the meeting adjourned at 7:07 P.M.

Jimmy Harris
Mayor

Desiree D. Perry, CMC, NCCMC
City Clerk

Minutes Approved: _____

¹Part 1: What Is a Form-Based Code?, by Mary Madden and Joel Russell, December 5, 2014. <http://plannersweb.com>

Certificates / Awards / Recognition



City of Brevard

Certificate of Appreciation

Presented to

Tracey Love

*In recognition of ten years of service to the
City of Brevard as a member and Chair of the
ABC Board of Directors
June 2005 – July 2015*

Presented this 17th day of August, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk



City of Brevard

Certificate of Appreciation

Presented to

LeRoy H. Cowan

*In recognition of three years of service to the
City of Brevard as a member of the
ABC Board of Directors
June 2012 – July 2015*

Presented this 17th day of August, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk



**City of Brevard, North Carolina
Proclamation
Constitution Week
September 17 – 23, 2015**

Whereas, September 17, 2015 marks the two hundred and twenty-eighth anniversary of the signing of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, I, Mayor Jimmy Harris, and Brevard City Council of the City of Brevard, North Carolina do hereby proclaim September 17 through 23, 2015, to be

CONSTITUTION WEEK

in the City of Brevard, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Brevard on this 17th day of August of the year of our Lord two thousand fifteen.

Jimmy Harris, Mayor

ATTEST:

Desiree D. Perry, City Clerk

Public Hearing(s)

Public Participation

Consent and Information

Special Presentation(s)

Public Hearing(s)

Public Participation

Special Presentation(s)

Transylvania County

2014 Tax Collectors Settlement Report

July 13, 2015



Annette D. Raines
Transylvania County Tax Administrator

BOARD OF COMMISSIONERS
Mike Hawkins, Chair
Larry Chapman, Vice-Chair
Jason Chappell
Daryle Hogsed
Page Lemei



COUNTY MANAGER
Arthur C. Wilson, Jr.
828-884-3100
Fax 828-884-3119
828-884-3107
21 East Main Street
Brevard, NC 28712

Memorandum

To: Jimmy Harris, Mayor
Brevard City Council

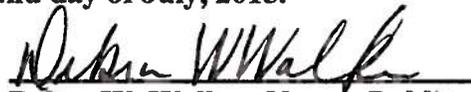
From: Annette Raines, Tax Administrator *ae*

Date: July 13, 2015

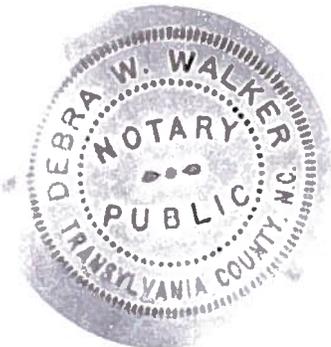
Subject: 2014 Tax Collection Settlement

In compliance with NC General Statute 105-373, I am presenting for your approval, my sworn accounting and settlement of all taxes charged to me by the Transylvania County Board of Commissioners to collect on January 2, 2015.

Sworn to and subscribed before me, this 2nd day of July, 2015.


Debra W. Walker, Notary Public

My Commission expires: January 13, 2018



2014 Collection Rates for
All Districts

<u>District</u>	<u>Collection Rate</u>
County	78.86%
City of Brevard	80.34%
Town of Rosman	57.53%
Brevard Fire	82.30%
Rosman Fire	76.87%
Little River Fire	75.96%
Connestee Fire	83.04%
Cedar Mountain Fire	74.09%
Lake Toxaway Fire	76.42%
Balsam Grove Fire	71.33%
North Transylvania Fire	78.90%
Heart of Brevard	62.08%

**2014 City of Brevard
Taxes Collected
July 1, 2014 thru December 31, 2014**

Original Levy	\$ 4,110,799.52
Motor Vehicles	\$ 131.58
Penalties	\$ 1,392.53
Discoveries	\$ 85,912.94
Less Releases	\$ 1,302.51
Net Levy	\$ 4,196,934.06
Less Current Years Taxes Collected	\$ 3,371,917.29
Uncollected 2014 Taxes as of December 31, 2014	\$ 825,016.77
Percentage of Taxes Collected During 2014	80.34%

**2014 Brevard Fire
Taxes Collected
July 1, 2014 thru December 31, 2014**

Original Levy	\$ 269,933.95
Motor Vehicles	\$ 9.42
Penalties	\$ 82.27
Discoveries	\$ 6,734.41
Less Releases	\$ 45.66
Net Levy	\$ 276,714.39
Less Current Years Taxes Collected	\$ 227,728.05
Uncollected 2014 Taxes as of December 31, 2014	\$ 48,986.34
Percentage of Taxes Collected During 2014	82.30%

**2014 Heart of Brevard
Taxes Collected
July 1, 2014 thru December 31, 2014**

Original Levy	\$ 119,581.47
Motor Vehicles	\$ -
Penalties	\$ 66.95
Discoveries	\$ 814.58
Less Releases	\$ 1.45
Net Levy	\$ 120,461.55
Less Current Years Taxes Collected	\$ 74,779.55
 Uncollected 2014 Taxes as of December 31, 2014	 \$ 45,682.00
 Percentage of Taxes Collected During 2014	 62.08%

2014 Collection Rates
All Districts

<u>District</u>	<u>Collection Rate</u>
County	99.87%
City of Brevard	99.88%
Town of Rosman	99.72%
Brevard Fire	99.81%
Rosman Fire	99.84%
Little River Fire	99.77%
Connestee Fire	99.91%
Cedar Mountain Fire	99.88%
Lake Toxaway Fire	99.94%
Balsam Grove Fire	99.73%
North Transylvania Fire	99.70%
Heart of Brevard	99.21%

2014 Collection Rates
January 1, 2015 thru June 30, 2015
All Districts

<u>District</u>	<u>Collection Rate</u>
County	99.40%
City of Brevard	99.41%
Town of Rosman	99.35%
Brevard Fire	98.90%
Rosman Fire	99.30%
Little River Fire	99.03%
Connestee Fire	99.45%
Cedar Mountain Fire	99.53%
Lake Toxaway Fire	99.73%
Balsam Grove Fire	99.05%
North Transylvania Fire	98.58%
Heart of Brevard	97.92%

**2014 City of Brevard
Taxes Collected
January 1, 2015 - June 30, 2015**

Original Levy	\$	824,439.29
Motor Vehicles	\$	12.44
Penalties	\$	565.04
Discoveries	\$	-
Less Releases	\$	243.55
Net Levy	\$	<u>824,773.22</u>
Less Current Years Taxes Collected	\$	<u>819,920.33</u>
 Uncollected 2014 Taxes as of June 30, 2015	 \$	 <u><u>4,852.89</u></u>
 Percentage of 2014 Taxes Collected January - June 2015		 99.41%
 Overall Collection Rate for 2014 Tax Year		 99.88%

**2014 Brevard Fire
Taxes Collected
January 1, 2015 - June 30, 2015**

Original Levy	\$ 48,955.80
Motor Vehicles	\$ -
Penalties	\$ 30.54
Discoveries	\$ -
Less Releases	\$ 21.82
Net Levy	\$ 48,964.52
Less Current Years Taxes Collected	\$ 48,425.63
Uncollected 2014 Taxes as of June 30, 2015	\$ 538.89
Percentage of 2014 Taxes Collected January - June 2015	98.90%
Overall Collection Rate for 2014 Tax Year	99.81%

**2014 Heart of Brevard
Taxes Collected
January 1, 2015 - June 30, 2015**

Original Levy	\$ 45,640.35
Motor Vehicles	\$ -
Penalties	\$ 41.65
Discoveries	\$ -
Less Releases	\$ 0.24
Net Levy	\$ 45,681.76
Less Current Years Taxes Collected	\$ 44,732.20
Uncollected 2014 Taxes as of June 30, 2015	\$ 949.56
Percentage of 2014 Taxes Collected January - June 2015	97.92%
Overall Collection Rate for 2014 Tax Year	99.21%

Consent and Information



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

Finance Department
(828) 885-5600

INFORMATION ITEM

DATE: August 17, 2015

TO: Mayor and City Council Members

FROM: SUBJECT: FY15 Budget Ordinance Amendment No. Two

PREPARED BY:  Jim Fattand, CPFO, NCCLGFO, Interim City Manager & Finance Director

BACKGROUND: The FY15 Budget Ordinance Amendment No. Two reflects changes in departmental expenditures for the General Fund.

Section 37 of the FY15 Budget Ordinance authorizes the Budget Officer to affect interdepartmental transfers, in the same fund, provided that no departmental budget shall be reduced by more than 10% without prior approval of the City Council. Any such transfer shall be reported to the City Council at its next regularly scheduled meeting.

Subsequent to the last City Council held in June, management approved transfers in the General Fund as authorized by the budget ordinance. The expenditures by department were increased or decreased resulting in **no increase** to the total General Fund. As authorized by budget ordinance this amendment is presented to the City Council on August 17, 2015, the next regularly scheduled meeting following management's approval of Budget Ordinance Amendment No. Two.

RECOMMENDATION: No City Council action required. Information only.

FISCAL IMPACT: No increase in General Fund. Budget Ordinance Amendment No. Two authorized increases and decreases in expenditures in the General with no increase in total General Fund Budget.

ORDINANCE NO. 2015-15

**FY2014-2015 BUDGET ORDINANCE
AMENDMENT NO. TWO**

WHEREAS, the City Council of the City of Brevard has previously approved the annual budget (Ordinance No. 2014-13), and Budget Ordinance Amendment No. One (Ordinance No. 2015-14); and

WHEREAS, the FY2014-2015 Budget Ordinance Section 39 authorizes the Budget Officer to effect interdepartmental transfers, in the same fund, provided that no department budget shall be reduced by more than ten percent without prior approval of the City Council. Any such transfer shall be reported to the City Council at its next regular meeting and shall be entered into the minutes; and

NOW, THEREFORE BE IT RESOLVED THAT THE FOLLOWING INTERDEPARTMENTAL TRANSFERS BE MADE WITHIN THE GENERAL FUND. THE TOTAL GENERAL FUND EXPENDITURES REMAIN UNCHANGED.

SECTION 01) General Fund Expenditures by department are increased or decreased resulting in no increase to the total budget as shown below:

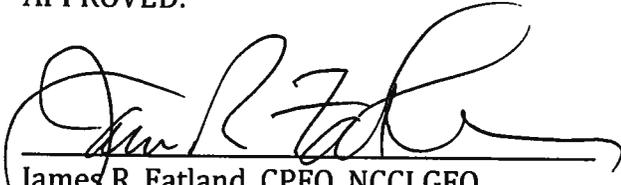
Administration Department	-\$25,000
Legal Department	\$2,000
Planning Department	\$10,000
Building and Grounds	-\$11,000
Public Services Administration	\$5,000
Sanitation Department	\$15,000
Non Departmental	<u>\$4,000</u>
TOTAL EXPENDITURES	\$0

SECTION 35) That Revenue and Expenditures set forth below remain unchanged as a result of inter departmental transfers:

General Fund	\$8,742,145
Water & Sewer Fund	4,672,500
Utility Capital Projects Fund	7,234,884
Capital Reserve Fund	436,368
Heart of Brevard MSD Fund	130,415
Bjerg Trust Fund	100
Fire District Fund	630,058
Multi-Use Paths Fund	299,000
Narcotics Task Force Fund	67,857
Downtown Master Plan Fund	882,167
Other Post-Employment Benefits Fund	18,750
Bracken Mountain Project Fund	30,000
Health Insurance Fund	1,291,500
Housing Trust Fund	13,332
T. L. Scruggs Scholarship Trust Fund	16,500
Rosenwald Revitalization Fund	<u>447,000</u>
TOTAL BUDGET APPROPRIATION	\$24,912,576

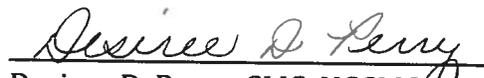
Approved on this the 28th day of June, 2015.

APPROVED:



James R. Fatland, CPFO, NCCLGFO
Interim City Manager and Finance Director

ATTEST:



Desiree D. Perry, CMC, NCCMC
City Clerk

NOTE: TO BE REPORTED TO THE BREVARD CITY COUNCIL AT THEIR NEXT REGULAR MEETING SCHEDULED FOR AUGUST 17, 2015.

K. Consent and Information

Item K-2. Year End Financial Report (Unaudited), June 30, 2015

Report will be email to Council in advance of the August 17th meeting and hard copies will be made available.



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

Office of City Manager
(828) 885-5601

FINANCE REPORT FOR MONTH ENDED JUNE 30, 2015 (UNAUDITED)

**JIM FATLAND, CPFO, NCCLGFO
INTERIM CITY MANAGER AND FINANCE DIRECTOR**

CITY OF BREVARD									
FY15 APPROVED BUDGET									
ALL FUNDS SUMMARY									
REVENUE & EXPENDITURE REPORT									
FOR MONTH ENDED JUNE 30, 2015									
	BEGINNING	AMENDED	ACTUAL	AMENDED	ACTUAL	AMENDED	ACTUAL	ENDING	
	FUND	BUDGET	REVENUE	BUDGET	REVENUE	BUDGET	EXPENSES	FUND	
	BALANCE	REVENUE	JUNE 30	EXPENSES	JUNE 30	EXPENSES	JUNE 30	BALANCE	
GENERAL FUND	\$3,067,782	\$8,742,145	\$8,680,978	\$8,742,145	\$8,477,453	\$8,477,453	\$3,271,307		
UTILITY FUND	\$848,747	\$4,672,500	\$4,160,657	\$4,672,500	\$3,939,887	\$3,939,887	\$1,069,517		
UTILITY PROJECTS FUND	\$77,492	\$7,234,884	\$2,828,386	\$7,234,884	\$2,828,386	\$2,828,386	\$77,492		
CAPITAL RESERVE FUND	\$1,214,213	\$436,368	\$42,859	\$436,368	\$139,500	\$139,500	\$1,117,572		
FIRE DEPARTMENT FUND	\$40,481	\$630,058	\$620,687	\$630,058	\$620,070	\$620,070	\$41,098		
T.L.SCRUGGS SCHOLARSHIP FUND	\$9,216	\$16,500	\$17,151	\$16,500	\$14,821	\$14,821	\$11,546		
BJERG TRUST FUND	\$60,073	\$100	\$0	\$100	\$0	\$0	\$60,073		
OPEB TRUST FUND	\$137,704	\$18,750	\$18,781	\$18,750	\$0	\$0	\$156,485		
HEALTH INSURANCE RESERVE FUND	\$325,052	\$1,291,500	\$1,166,642	\$1,291,500	\$1,210,861	\$1,210,861	\$280,833		
HEART OF BREVARD	\$11,589	\$130,415	\$117,459	\$130,415	\$129,464	\$129,464	-\$417		
HOUSING TRUST FUND	\$40,149	\$13,332	\$13,332	\$13,332	\$0	\$0	\$53,481		
BRACKEN MTN PROJECT FUND	\$40,242	\$30,000	\$0	\$30,000	\$21,975	\$21,975	\$18,267		
MULTI USE PATHS PROJECT FUND	\$207,594	\$299,000	\$92,000	\$299,000	\$89,858	\$89,858	\$209,736		
NARCOTICS TASK FORCE FUND	\$168,884	\$67,857	\$47,414	\$67,857	\$64,636	\$64,636	\$151,662		
ROSENWALD REVITALIZATION FUND	\$218,500	\$447,000	\$0	\$447,000	\$207,463	\$207,463	\$11,037		
DOWNTOWN MASTER PLAN FUND	\$553,976	\$882,167	\$353,000	\$882,167	\$107,192	\$107,192	\$799,784		
CDBG COTTAGES FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
WAYFINDING FUND	\$7,702	\$0	\$0	\$0	\$0	\$0	\$7,702		
TOTAL ALL FUNDS	\$7,029,396	\$24,912,576	\$18,159,346	\$24,912,576	\$17,851,567	\$17,851,567	\$7,337,175		

CITY OF BREVARD			
FY15 APPROVED BUDGET			
GENERAL FUND			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$3,067,782	
REVENUE			
Property Taxes	\$4,333,700	\$4,391,758	101.3%
Privilege Licenses	\$35,000	\$33,319	95.2%
Interest Earned on Investments	\$5,000	\$2,299	46.0%
Rental Income	\$25,000	\$27,060	108.2%
Miscellaneous	\$21,000	\$22,719	108.2%
Zoning Administration	\$32,000	\$33,878	105.9%
Utilities Franchise	\$395,000	\$461,157	116.7%
Wine & Beer Tax	\$37,000	\$37,025	100.1%
Powell Bill	\$225,745	\$225,745	100.0%
Sales Taxes	\$1,347,585	\$1,349,802	100.2%
ABC Net Revenue	\$150,000	\$159,526	106.4%
ABC Auto Rev.	\$1,000	\$0	0.0%
Court Costs & Fees	\$2,500	\$3,272	130.9%
Parking Violation Penalties	\$1,500	\$1,640	109.3%
Donations to Police Department	\$2,475	\$2,475	0.0%
Refuse Collection & Recycling	\$892,000	\$904,938	101.5%
Sales of Fixed Assets	\$5,100	\$6,333	0.0%
Recreation	\$18,000	\$19,813	110.1%
Grants-Police Dept	\$0	\$0	0.0%
County Vehicle Mtce	\$431,650	\$405,840	94.0%
Grant-NCDENR Recycling	\$60,375	\$60,375	
Transfers from Other Funds			
Utility Fund	\$520,000	\$520,000	100.0%
Transfer from HOB	\$12,415	\$12,006	96.7%
Bjerg Trust Fund	\$100	\$0	0.0%
Fund Balance Appropriated			
Capitol Budget	\$188,000	\$0	0.0%
TOTAL REVENUE	\$8,742,145	\$8,680,978	99.3%

CITY OF BREVARD			
GENERAL FUND			
FY15 APPROVED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
EXPENDITURES			
Governing Board	\$88,769	\$84,294	95.0%
Administration	\$614,222	\$611,640	99.6%
Finance	\$709,806	\$706,470	99.5%
Legal	\$62,000	\$59,617	96.2%
Planning	\$692,420	\$674,912	97.5%
Buildings & Grounds	\$518,091	\$513,264	99.1%
Police	\$2,573,799	\$2,552,057	99.2%
Public Services Administration	\$309,028	\$308,526	99.8%
Public Works Garage	\$571,778	\$515,223	90.1%
Streets-Local	\$661,187	\$658,061	99.5%
Streets-Powell	\$225,745	\$101,186	44.8%
Sanitation	\$759,264	\$738,960	97.3%
Recreation	\$95,792	\$93,344	97.4%
Non Departmental (Debt)	\$791,244	\$790,899	100.0%
Economic Development	\$69,000	\$69,000	100.0%
Contingency	\$0	\$0	
TOTAL EXPENDITURES	\$8,742,145	\$8,477,453	97.0%
ENDING FUND BALANCE		\$3,271,307	

CITY OF BREVARD				
UTILITY FUND				
FY15 APPROVED BUDGET				
REVENUE & EXPENDITURES REPORT				
FOR MONTH ENDED JUNE 30, 2015				
		AMENDED		
		FY15	THRU	PERCENT
		BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE			\$848,747	
REVENUE				
Miscellaneous Utility Fees		\$0	\$1,014	0.00%
Water Charges		\$2,350,000	\$2,087,524	88.8%
Sewer Charges		\$2,120,000	\$1,822,605	86.0%
Meter Charges		\$130,000	\$135,302	104.1%
Tap & Connection Fees-Water		\$10,000	\$30,577	305.8%
Tap & Connection Fees-Sewer		\$2,500	\$0	0.0%
Reconnection Fees		\$45,000	\$46,435	103.2%
Septage Pretreatment Facility		\$15,000	\$37,200	248.0%
Fund Balance Appropriated		\$0	\$0	
Loan Proceeds--New Equipment		\$0	\$0	
TOTAL REVENUE		\$4,672,500	\$4,160,657	89.0%
EXPENDITURES				
On Line/Credit Card Fees		\$22,000	\$18,032	82.0%
Reimbursement to General Fund		\$520,000	\$520,000	100.0%
Debt Service Payments		\$343,096	\$297,156	86.6%
OPEB Transfer		\$6,750	\$6,750	100.0%
Transfer to Utility Capital Projects Fund		\$146,868	\$0	0.0%
Water Treatment Plant		\$904,186	\$653,717	72.3%
Water Distribution		\$492,469	\$448,949	91.2%
Utilities Administration		\$352,794	\$298,720	84.7%
Wastewater Treatment Plant		\$1,112,720	\$1,044,385	93.9%
Wastewater Collection System		\$771,617	\$652,179	84.5%
Transfer to Water & Sewer Capital Projects				
Contingency				
TOTAL EXPENDITURES		\$4,672,500	\$3,939,887	84.3%
ENDING FUND BALANCE			\$1,069,517	

CITY OF BREVARD			
CAPITAL RESERVE FUND (FUND 35)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$1,214,213	
REVENUE			
Transfer From Utility Fund	\$146,868	\$0	0.0%
Interest on Investments		\$316	
Impact Fees--Water	\$10,000	\$21,852	218.5%
Impact Fees--Sewer	\$10,000	\$18,727	187.3%
Sidewalks In-Lieu	\$0		
Fees In Lieu of Infrastructure		\$1,964	
Contribution from Developer	\$0		
Fund Balance Appropriated	\$269,500		
TOTAL REVENUE	\$436,368	\$42,859	9.8%
EXPENDITURES			
Transfer to Downtown	\$139,500	\$139,500	100.0%
Transfer to Capital Projects Fund	\$150,000	\$0	0.0%
Increase in Fund Balance	\$146,868		
TOTAL EXPENDITURES	\$436,368	\$139,500	32.0%
ENDING FUND BALANCE		\$1,117,572	

CITY OF BREVARD			
FIRE DISTRICT FUND (FUND 40)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$40,481	
REVENUE			
Fire District Taxes--County	\$294,528	\$294,528	100.0%
Transfer from City General Fund	\$325,530	\$325,530	100.0%
Sale of Fixed Assets	\$0	\$0	
Grant Revenue	\$0	\$0	
Fund Balance Appropriated	\$10,000	\$0	
Misc. Revenue	\$0	\$629	
TOTAL REVENUE	\$630,058	\$620,687	98.5%
EXPENDITURES			
Fire Department Operations & Debt	\$630,058	\$620,070	98.4%
TOTAL EXPENDITURES	\$630,058	\$620,070	98.4%
ENDING FUND BALANCE		\$41,098	

CITY OF BREVARD			
T.L. SCRUGGS SCHOLARSHIP FUND (FUND 50)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED	THRU	
	FY15	JUNE 30	PERCENT
	BUDGET		TO DATE
BEGINNING FUND BALANCE		\$9,216	
REVENUE			
Fund Balance Appropriated			
Interest Earned on Investments		\$2	
Donations	\$16,500	\$17,149	103.9%
TOTAL REVENUE	\$16,500	\$17,151	103.9%
EXPENDITURES			
Scholarships Awarded	\$9,000	\$9,000	100.0%
Fund Raising Expenses	\$7,500	\$5,821	
TOTAL EXPENDITURES	\$16,500	\$14,821	89.8%
ENDING FUND BALANCE		\$11,546	

BJERG TRUST FUND (FUND 51)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED FY15 BUDGET	THRU JUNE 30	PERCENT TO DATE
BEGINNING FUND BALANCE		\$60,073	
REVENUE			
Interest on Investments	\$100	\$0	0.00%
TOTAL REVENUE	\$100	\$0	0.00%
EXPENDITURES			
Transfer to General Fund	\$100		0.00%
TOTAL EXPENDITURES	\$100	\$0	0.00%
ENDING FUND BALANCE		\$60,073	

CITY OF BREVARD			
RESERVE FOR OPEB (FUND 52)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$137,704	
REVENUE			
Transfer from Other Funds	\$18,750	\$18,750	100.00%
Interest on Investments	\$0	\$31	0.00%
TOTAL REVENUE	\$18,750	\$18,781	100.16%
EXPENDITURES			
Increase in fund balance	\$18,750		
TOTAL EXPENDITURES	\$18,750		
ENDING FUND BALANCE		\$156,485	

CITY OF BREVARD			
HEALTH INSURANCE RESERVE (FUND 53)			
APPROVED FY15 BUDGET			
REVENUE & EXPENITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	BUDGET	THRU	PERCENT
		JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$325,052	
REVENUE			
Fund Balance Appropriated	\$125,000		
Dependent Dental & Retiree Premiums	\$65,000	\$65,142	100.2%
Department Charges for Group Medical	\$976,500	\$976,500	100.0%
Transfer from General Fund	\$125,000		
Transfer from Other Funds	\$0	\$125,000	
TOTAL REVENUE	\$1,291,500	\$1,166,642	90.3%
EXPENDITURES			
Third Party Administrator	\$20,000	\$21,605	108.0%
Medical Insurance Broker	\$21,000	\$21,657	103.1%
Cobra Administrator	\$1,600	\$1,390	86.8%
Med Cost UR/PPO	\$6,800	\$28,108	413.4%
Aggregate Insurance Premiums	\$191,400	\$140,686	73.5%
Claims Paid	\$945,000	\$894,767	94.7%
Employee Assistance Program	\$3,500	\$2,544	72.7%
Wellness Programs	\$75,000	\$76,464	102.0%
Life AD & D	\$14,500	\$12,511	86.3%
Life Dependents	\$700	\$653	93.3%
Short Term Disability	\$12,000	\$10,476	87.3%
TOTAL EXPENDITURES	\$1,291,500	\$1,210,861	93.8%
ENDING FUND BALANCE		\$280,833	

CITY OF BREVARD			
HEART OF BREVARD (FUND 70)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED	THRU	
	FY15	JUNE 30	PERCENT
	BUDGET		TO DATE
BEGINNING FUND BALANCE		\$11,589	
REVENUE			
Tax Penalties	\$0		
District Tax Collections	\$120,700	\$117,459	97.3%
Fund Balance Appropriation	\$9,715		
TOTAL REVENUE	\$130,415	\$117,459	90.1%
EXPENDITURES			
Contracted Services	\$118,000	\$117,459	99.5%
Transfer To General Fund	\$12,415	\$12,006	96.7%
TOTAL EXPENDITURES	\$130,415	\$129,464	99.3%
ENDING FUND BALANCE		-\$417	

CITY OF BREVARD			
HOUSING TRUST FUND (FUND 76)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$40,149	
REVENUE			
Interest on Investments			0.0%
Affordable Housing General			
Developer Loan Payment	\$13,332	\$13,332	100.0%
TOTAL REVENUE	\$13,332	\$13,332	100.0%
EXPENDITURES			
Increase in Fund Balance	\$13,332		
TOTAL EXPENDITURES	\$13,332		
ENDING FUND BALANCE		\$53,481	

CITY OF BREVARD			
BRACKEN MTN PROJECT (FUND 77)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$40,242	
REVENUE			
Interest on Investments	\$0	\$0	0.0%
NCDENR	\$0	\$0	0.0%
Transfer from General Fund	\$0	\$0	
Fund Balance Appropriated	\$30,000		
TOTAL REVENUE	\$30,000	\$0	0.0%
EXPENDITURES			
Start-up Costs	\$30,000	\$21,975	73.2%
Trail Design & Construction	\$0		
TOTAL EXPENDITURES	\$30,000	\$21,975	73.2%
ENDING FUND BALANCE		\$18,267	

CITY OF BREVARD			
MULTI USE PATHS (FUND 78)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$207,594	
REVENUE			
SRTS Grant Reimbursement			
Transfer from Planning Department			
Transfer from Powell Bill			
Transfer from Capital Reserve Donation			
Transfer Fees in Lieu C Reserve			
Transylvania County & Tourism--Cherry St.	\$54,000	\$54,000	
Transfer from General Fund	\$38,000	\$38,000	
Transfer Cap Reserve Fees In Lieu DRT			
Recreation Trails Grant			
Transfer Cap Reserve			
Fund Balance Appropriated	\$207,000		
TOTAL REVENUE	\$299,000	\$92,000	30.8%
EXPENDITURES			
GR Recreation			
ROW			
Contracted Services			
Engineering			
Park Acquisition & Design			
Park Construction			
SRTS Non Infrastructure			
TOTAL GR RECREATION			
Davidson River Trail			
Trail Construction			
TOTAL DAVIDSON RIVER TRAIL			
Elm Bend Sidewalk			
Design & Construction			
TOTAL ELM BEND SIDEWALK			
West Loop Phase I			
Design & Construction	\$107,000		
TOTAL WEST LOOP	\$107,000	\$0	
Railroad Avenue Project Area			
Design & Construction	\$100,000		
TOTAL RAILROAD PROJECT AREA	\$100,000	\$0	
Cherry Street Pedestrian Bike Path	\$92,000	\$89,858	97.7%
TOTAL CHERRY ST PED BIKE PATH	\$92,000	\$89,858	
TOTAL EXPENDITURES	\$299,000	\$89,858	30.1%
ENDING FUND BALANCE		\$209,736	

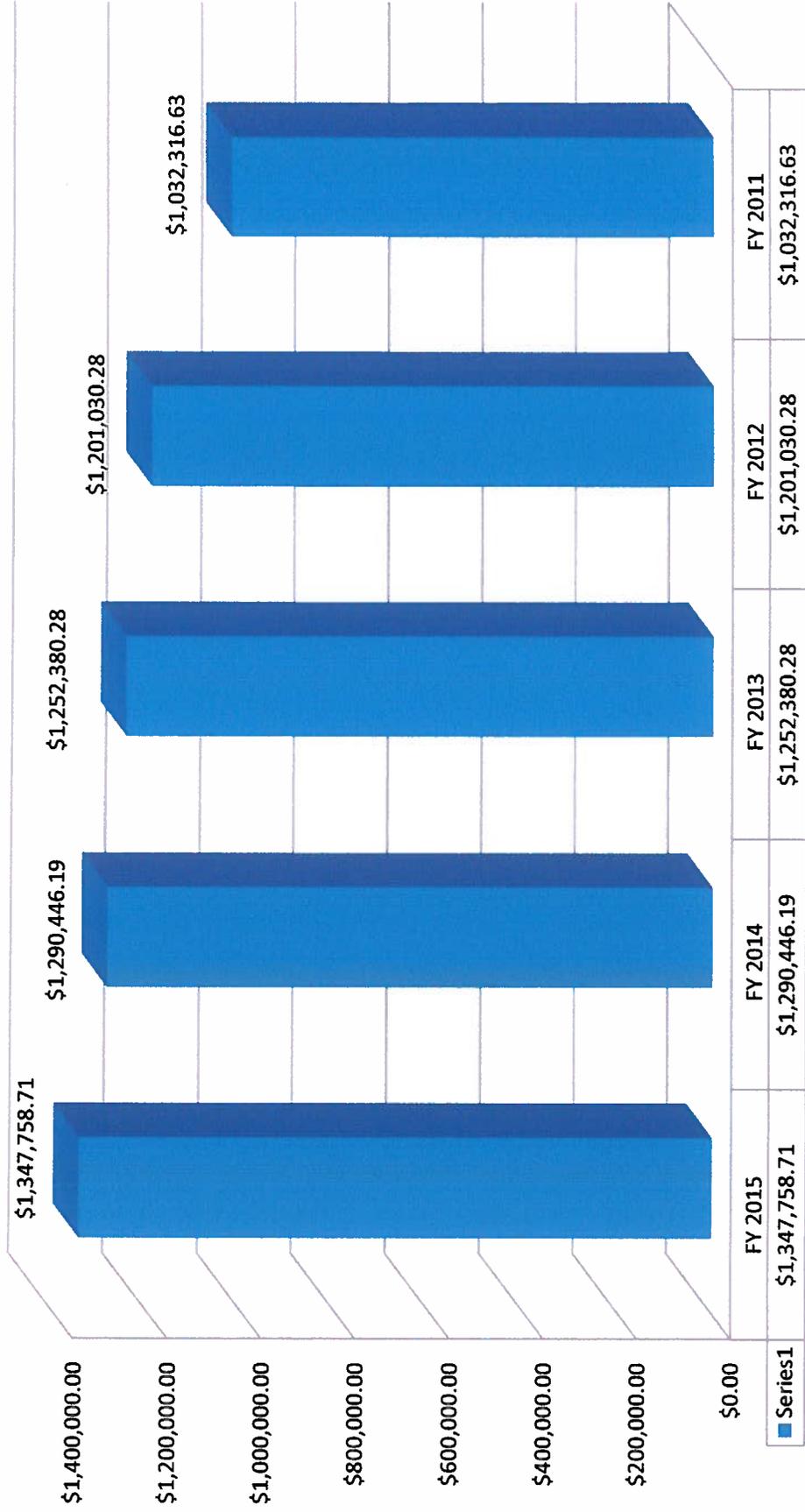
CITY OF BREVARD			
NARCOTICS TASK FORCE (FUND 81)			
FY15 APPROVED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED		
	FY15	THRU	PERCENT
	BUDGET	JUNE 30	TO DATE
BEGINNING FUND BALANCE		\$168,884	
REVENUE			
Interest on investments	\$100	\$137	137.0%
Received from Transylvania County	\$15,000	\$17,874	119.2%
Received from Brevard Police Department	\$15,000	\$10,000	66.7%
Clerk of Court Funds		\$0	0.0%
Miscellaneous Revenue		\$0	0.0%
Federal Asset Funds-Police	\$5,000	\$3,474	69.5%
Federal Asset Funds-Sheriff	\$5,000	\$0	0.0%
State Controller Payments	\$10,000	\$15,928	159.3%
Fund Balance Appropriated	\$17,757		
TOTAL REVENUE	\$67,857	\$47,414	69.9%
EXPENDITURES			
Expenditures	\$40,100	\$46,879	116.9%
DEA Fed Fund BPD	\$5,000		0.0%
FED Asset Expenditures (Sheriff)	\$22,757	\$17,757	78.0%
TOTAL EXPENDITURES	\$67,857	\$64,636	95.3%
ENDING FUND BALANCE		\$151,662	

CITY OF BREVARD			
ROSENWALD REVITALIZATION (FUND 82)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED FY15 BUDGET	THRU JUNE 30	PERCENT TO DATE
BEGINNING FUND BALANCE		\$218,500	
REVENUE			
PARTF Grant	\$223,500		
Transfer from General Fund (Local Match)	\$223,500	\$0	
TOTAL REVENUE	\$447,000	\$0	0.0%
EXPENDITURES			
Land Acquisition	\$447,000	\$207,463	46.4%
TOTAL EXPENDITURES	\$447,000	\$207,463	46.4%
ENDING FUND BALANCE		\$11,037	

CITY OF BREVARD			
DOWNTOWN MASTER PLAN (FUND 83)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED JUNE 30, 2015			
	AMENDED	THRU	PERCENT
	FY15	JUNE 30	TO DATE
	BUDGET		
BEGINNING FUND BALANCE		\$553,976	
REVENUE			
Interest on Investments			
HOB	\$11,000	\$11,000	100.0%
Appropriated Fund Balance	\$529,167	\$0	0.0%
Transfer from Capital Reserve Fund	\$139,500	\$139,500	100.0%
Transfer from General Fund	\$180,000	\$180,000	100.0%
NCDOT - Caldwell	\$22,500	\$22,500	100.0%
TOTAL REVENUE	\$882,167	\$353,000	40.0%
EXPENDITURES			
DTMP Design	\$160,000	\$34,902	21.8%
Clemson Park & Downtown Improvements	\$360,167	\$72,290	20.1%
Caldwell Street	\$362,000		0.0%
TOTAL EXPENDITURES	\$882,167	\$107,192	12.2%
ENDING FUND BALANCE		\$799,784	

CITY OF BREVARD			
WAYFINDING (FUND 85)			
APPROVED FY15 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED MAY 31, 2015			
	AMENDED	THRU	PERCENT
	FY15	MAY 31	TO DATE
	BUDGET		
BEGINNING FUND BALANCE		\$7,702	
REVENUE			
Fund Balance Appropriated	\$0		
TDA Grant Funds		\$0	
Transfer from General Fund	\$0	\$0	
TOTAL REVENUE	\$0	\$0	
EXPENDITURES			
Design/Fabrication/Installation	\$0	\$0	
TOTAL EXPENDITURES	\$0	\$0	
ENDING FUND BALANCE	\$0	\$7,702	

CITY OF BREVARD ANNUAL CUMULATIVE SALES TAX REVENUE



STAFF REPORT – Information Only

Monday, August 17, 2015

Public Works Monthly Staff Report

Council will receive the attached report as information for May, 2015.

From: David Lutz, Public Works Director
Prepared by: Letha Cox, Administrative Services Manager
Approved by: Jim Fatland, Interim City Manager

Executive Summary

Attached is a summary of departmental activities organized by their connection to the City's Community Development Vision of Fostering Economic Development and Enhancing Quality of Life during the month of **May, 2015**.

Information

Notable points of interest for May, 2015 include:

- **Cherry Street Greenway Project progressed with storm drain installation and portion of paving completed by JLS Paving, Inc.**
- **S. Caldwell Street sidewalk replacement – 10' x 5'**
- **9,988' of sewer mains were cleaned this month.**
- **Operations Center exterior painting began.**
- **Assisted Waste Treatment Facility with clearing debris from a 24" sewer line and division box.**
- **Assisted Water Treatment Facility with hydro-excavating ditch for new chemical line.**
- **New residential water and sewer tap for a Stone Drive residence.**
- **W. Main Street parking lot expansion preparation was started near the end of May.**
- **White Squirrel Festival preparations and post-festival cleanup.**
- **Water Tank Replacement Project continued with Tank 2 demolition.**



TO: Mayor Harris and City Council Members
FROM: Public Works Department
APPROVED: Jim Fatland, Interim City Manager

Projects, services provided, and community assistance included a variety of work performed by the department during the month of May; and reflects departmental implementation of the City's vision as a "safe, friendly, family oriented city with small town charm, outdoor recreation, arts, and culture that bring investment opportunities, environmental consciousness and economic diversity."

Strategy: Foster Economic Development

Foster economic diversity while enhancing the quality of life in an environmentally friendly way by creating an environment that promotes and encourages businesses, and business owners, attracted to and utilizing our natural assets of woods and water and our cultural / historical assets of music, arts, and outdoor recreation.

1. We foster economic development by protecting our natural assets of woods and water that uniquely define Brevard.
 - Continued Sewer Collections System inflow and infiltration elimination work included the following locations during May:
 - Manholes on Poplar Street were inspected for inflow during periods of rainfall.
 - Bolts were placed in a Rosman Highway manhole lid to prevent inflow.

2. We foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business.

- **May street infrastructure maintenance included:**

- **Routine mowing along street edges and utility strips.**
- **Bushes were trimmed blocking the view at the intersection of Montview Circle and Fisher Road.**
- **15 Utility cuts or potholes were patched or leveled with stone until asphalt patching could be completed.**
- **One large pothole was temporarily patched at a drive entrance along the Asheville Highway until information could be received from NC D.O.T. reference a safety issue for pedestrians and vehicular traffic. It was later determined that the location was private and will be permanently repaired by the property owner.**
- **Humble Drive and Woodlawn Avenue were scraped and stone was spread where needed to repair deterioration by heavy rains in April.**
- **Patched a small section of sidewalk reference a utility pole replacement on S. Broad Street with concrete mix.**
- **Bushes and dirt were removed from a section of property behind the West Main Street parking lot at the corner of England Street. This area is scheduled to be excavated for expansion of the existing parking lot to improve downtown parking capacity.**



W. Main Street parking lot excavation.

- Litter was removed from property along Cashiers Valley Road next to the Public Works Facility.
- A fallen tree limb was removed from N. Country Club Road. The limb had been hit and broken by a tractor trailer truck.
- Inspected a storm drain pipe on Park Avenue near the intersection of Boxwood Lane. The pipe had been suspected to be clogged, however was clear and no drainage issue was found.
- Storm drains along Turnpike Road and in the White Oak Subdivision were inspected and found open and in good condition.
- A *no outlet* sign was repaired on Deer Run Street.
- One *stop* sign was repaired on Hillview Circle.
- Downtown streets and handicap ramps at intersections were cleaned.
- Replaced one truncated dome mat on a handicap ramp at the intersection of E. Main Street and Gaston Street.
- Grove Street was swept between Pine Street and Dogwood Drive as a precaution after a report of a large quantity of staples may have been spilled in the street.
- Seven feet of concrete curb was replaced on Park Avenue reference a utility installation.
- Replaced a 10' x 5' section of concrete sidewalk and 15' of 6" curb on S. Caldwell Street for replacement.



Gaston Street handicap ramp dome mat.



Park Avenue curb replacement.



S. Broad Street sidewalk replacement.

- The Sanitation Division collected garbage, commercial recycling, brush and bagged yard waste during May with the exception of Memorial Day on Monday, May 25, 2015. Monday's route was rescheduled and collected on Wednesday, May 27, 2015.

Sanitation Activities

- 17 special trash pickups
- 3 small electronic items collected
- 4 large televisions collected
- 5 Residential recycle bin delivered
- 18 Residential recycle carts delivered
- 6 Commercial recycle carts delivered

- Collections System infrastructure maintenance consisted of the following noted items during May:
 - Video inspection of sewer mains and service lines were performed on a total of 1,234' to determine condition and location.
 - Sewer mains were cleaned throughout the system and totaled 9,808' of 8" mains and 180' of 6" mains during the month of May.
 - Routine facility mowing and trimming was performed at the lift stations; and personnel cleaned the bar screens at the Neely Road Lift Station.
 - Deteriorated concrete around manhole #LS-054 on Spruce Street was removed and patched with asphalt.
 - Collections personnel assisted Waste Treatment maintenance staff with removing and replacing pumps at the Hickory House lift station.
 - Cleaned grease out of the wet well at the Bedford Place Lift Station.
 - A manhole was raised along the drive into The Oaks of Brevard off of Morris Road in preparation of the facility's drive resurfacing. Valve boxes and a 2" water meter box were also raised to assist Water Distribution.
 - A 10' section of 8" sewer main pipe was replaced on Deerlake Road that was damaged during an underground bore by Comporium Communications.

- System personnel responded to four (4) reported sewer line blockages during the month; (2) of which were actual blockages and were cleared on Greenville Highway and W. French Broad Street.
- Water Distribution’s maintenance and repair of the water system infrastructure included the following items in May:
 - 5 water meter boxes were raised on Cambridge and Hawthorne Drive.
 - 2 water meters were cut on for Brevard Music Center (seasonal cottages).
 - 1 water meter was cut off for a customer who had a burst pipe in the residence.
 - 1 water meter was relocated and included 10’ of new 3/4” service line for a residence on Oakdale Street to remedy deterioration due to age.
 - Water pressure was inspected at 4 locations as requested by residential customers on Cashiers Valley Road, Franklin Street, Fulcher Drive, and White Oak Lane. Pressure at all locations were found adequate at the meter.
 - Water mains on Meadow Lane and Osborne Road were hydro-excavated to verify the depth and location of each.



Utility cut on Osborne Road filled after hydro-excavation complete.

- Water service connection for Metcalf Pharmacy was relocated at the site owner’s request. The relocation included 20’ of 3/4” water line from the service tap to the new meter location.
- A 4” water line was cut for a valve installation on Woodland Terrace.

- There were fourteen (14) inspections for reported water leaks during May; seven (7) of which were actual water leaks on Asheville Highway, Greenville Highway, Hillcrest Avenue, N. Oak Street, S. Broad Street, S. Country Club Road and Southview Drive.
 - One additional leak reported was at a S. Johnson Street fire hydrant and was corrected by tightening a nut on the hydrant.
 - A 1-1/2" nozzle on fire hydrant #15-11 along Maple Street was repaired.
 - The water post hydrant on Cardinal Drive was flushed and inspected for chlorine content.
- The Water Tank Replacement Project continues with the following progression items noted by High Country Engineering, PC for May 1 - 22, 2015:
 - Site preparation including stockpiling soil around the project area for safe demolition of Tank #2.
 - Demolition of tank #2 roof and tank walls.
 - Processing on site and recycling old tank materials off site.
 - Monitored construction vibrations with in-ground seismograph by VCE, Inc.
 - Erosion and sediment control.
 - Backfilling around new Tank #1.



Demolition of tank roof and interior baffle wall.

Photo provided by High Country Engineering, PC.



Demolition of tank walls.

Photo provided by High Country Engineering, PC.



Grading for backfilling Tank 1 wall and drying soil to achieve proper moisture content. *Photo provided by High Country Engineering, PC.*

3. We encourage investment when we appear well-run and well planned.

- **The Public Works Director represented the department in various meetings, a few of which were:**
 - **6" Sewer Line Upgrade Pre-Construction Meeting.**
 - **Brown Consultants Utility Project Progress Meetings.**
 - **City Council Meeting.**
 - **City Council Budget Workshop Meeting.**
 - **Department Head Staff Meetings.**
 - **Fire Department staff reference Fisher Road fire hydrant.**
 - **McCrary Property Closing.**
 - **Weekly Staff Meetings.**

- **Facility maintenance for Public Works and the Operations Center included:**
 - **The exterior of the Operations Center building was pressure washed and personnel began painting the building and exterior trim.**
 - **Replaced the lock on the rear gate of the facility off Silversteen Drive.**
 - **Monthly safety equipment inspections including fire extinguishers, first aid kits and the eye wash station in the garage were performed.**
 - **Grass and weeds were trimmed at the both facilities and along Cashiers Valley Road property towards Mills Avenue.**
 - **MSDS sheets were updated.**

- Assistance was provided to Parks & Property Management Department with personnel leveling and compacting 26 tons of stone for a proposed picnic shelter site at Franklin Park.
- Assistance was provided to the Water Treatment Facility with Water Distribution personnel hydro-excavating a ditch line for a proposed new chemical line installation. This crew also hydro-excavated to a non-functioning valve to determine the cause. The valve was found stuck and remedied the situation to allow the valve to operate properly.
- Personnel removed 8.97 tons of sludge from the Water Treatment Facility settling basins and hauled this amount to the County Solid Waste Landfill.
- Assistance was provided to the Waste Treatment Facility with Collections personnel pumping out and cleaning a 24" sewer line from the division box to clarifier. Twenty feet of this same line was video inspected to determine the condition of the pipe; and flushed to remove all debris. This same line was re-inspected and an additional 80' to verify the condition after further debris were removed. Another 150' of 24" pipe between the division box and RBC was cleaned and 170' of pipe was cleaned between the clarifiers and a chlorination box.



24" sewer line debris at Treatment Facility



Debris removed from pipe between RBC and division box

- Assistance was provided to the Transylvania County School System with personnel clearing a sewer line blockage at Rosman High School. The blockage was in a 4" line near the football field that serves the Field House at the facility.
- Assistance was requested by Brevard Police Department for a street closure on Grove Street. Barricades were provided to allow Duke Energy to repair fallen power lines when a tree had fallen.

Strategy: Enhance Quality of Life

Encourage and enhance our family friendly and small town charm by bringing people of all ages together through physical connections within our community and to our natural assets of woods and water and personal connections to each other and to our cultural / historic assets of music, arts, and outdoor recreation.

1. We encourage and enhance our family friendly and small town charm by bringing people together through physical connections within our community.

- Water and sewer taps were made for a new residence on Stone Drive. This installation included 30' of 4" sewer service line, cleanout, 30' of 3/4" water service line tubing, a new water meter, meter box and backflow preventer.
- The Water Distribution Operator in Responsible Charge (ORC) met with a Hibiscus Lane customer reference the location for a proposed residential water tap.
- Eighteen (18) utility locates for water and sewer lines in proposed excavation sites or other requirements were marked with flags or marking paint for other utility companies, building contractors or citizens.
- The Cherry Street Greenway Project continued during May with the following work performed:
 - Hauled stone from Mountain Industrial Drive to a stockpile along the greenway.
 - Grading and leveling area continued with fabric matting and stone application along 100' of greenway.
 - Graded 50' on each side of existing railroad tracks and removed tree roots from between the tracks.
 - Sections of storm drain pipe were installed at the railroad track crossing near the existing pathway behind Transylvania Regional Hospital.
 - Fabric matting and stone were placed to secure the bank adjacent to the new storm drain and railroad tracks.

Utility Locates

- Comporium (3)
- Dodson Flats Resident (1)
- Ed Burdette (2)
- Hiro Martin (1)
- NC D.O.T. (1)
- Newman Plumbing (1)
- Steve Owen & Associates (1)
- Sumter Utilities (8)



Stone stockpiled for greenway.



Greenway prior to asphalt.

- **JLS Paving, Inc. paved greenway when base was completed.**
- **Hauled mulch from Public Works Facility to the project site and placed along greenway edge after paving completed.**
- **Trimmed trees and removed brush from greenway.**
- **Washed down the cul-de-sac on Mountain Industrial Drive.**
- **A hole was cut in asphalt and a bollard installed at the Spruce Street entrance to the greenway.**

Cherry Street Greenway

- **Storm drain installed near railroad tracks and connectivity with existing bike path behind hospital.**
- **Greenway paving was performed by JLS Paving, Inc. when drain installation complete.**



2. We encourage and embrace our family friendly and small town charm by bringing people together through personal connection with each other.

- **Community events were promoted by the following groups with Streets Division personnel erecting banners for:**
 - **Church Chicken for Charity**
 - **White Squirrel Festival**
- **American Flags were erected in honor of Memorial Day.**
- **A garbage truck, 1 dumpster and 10 large recycle carts were provided to the White Squirrel Festival. Personnel cleaned streets and sidewalks each evening during the festival; and at the festival's end items provided were removed.**
- **Streets along the *Blue Ridge Bicycle Club - The Flyer Event* route were cleaned prior to the bike race.**

3. A safe community is one where residents know the city provides reliable and consistent service.

- **Public notices were issued regarding Memorial Day were issued to alert Sanitation customers of the rescheduled collection date on Wednesday, May 27, 2015.**
- **Residential recycling date reminders were issued.**
- **Employee activities and opportunities during May included:**
 - **Safety Committee Meeting**
 - **Dr. Ward Healthcare Appointments**
 - **Farm Fit Exercise Program**
 - **Wellness Event - Annual Hearing Examinations**
 - **Supplemental Benefit Open Enrollment Drop-In**
 - **Terry Scruggs Scholarship Benefit Cookout**

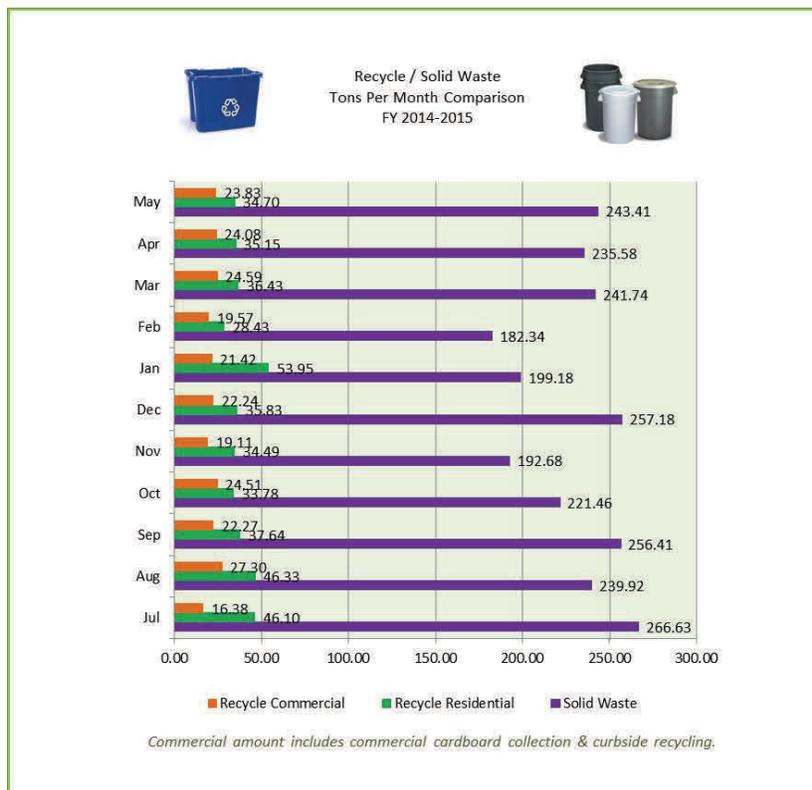
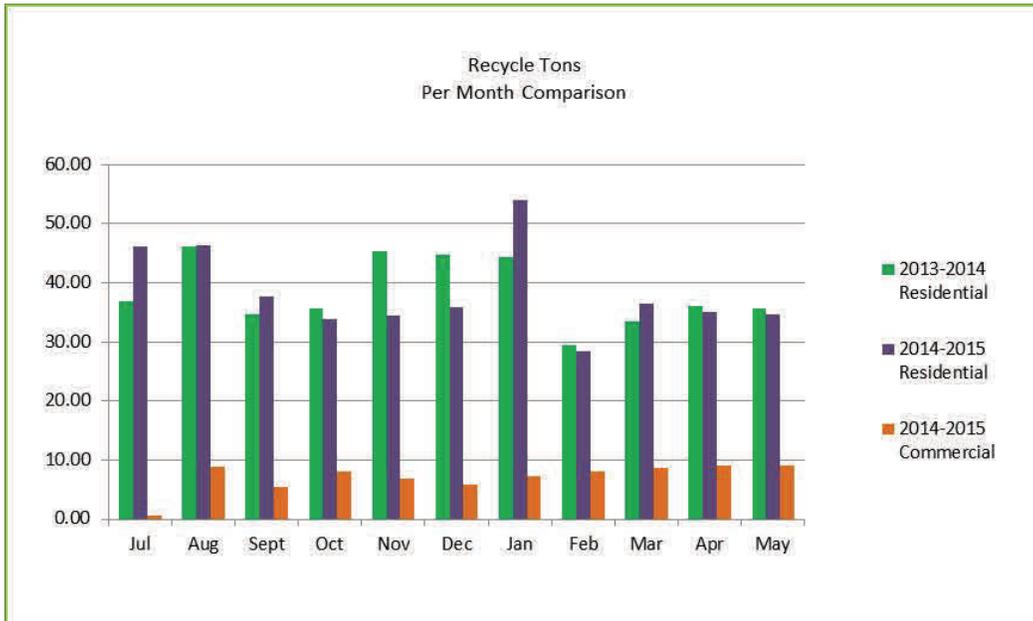
APPENDIX I: May Departmental Statistics

Service statistics are provided as indicators for Public Works performance and budgetary trends.

Division	Item	Previous Month (April)	Current Month (May)	Year To Date (July - May)	Previous FY Year Total 2013-14
Recycling & Refuse	Commercial Cardboard	14.94	11.86	165.29	79.57
	Electronics	12	3	65	23
	Recycle Bin Delivery Residential	2	5	57	42
	Recycle Bin Delivery Commercial	2	0	25	20
	Recycle Cart Delivery Residential	17	18	236	136
	Recycle Cart Delivery Commercial	6	6	156	127
	Commercial Recycling	9	9.00	90.16	42.26
	Residential Recycling	35.15	34.70	422.83	198.34
	Solid Waste Collection	235.58	243.41	2,536.53	1,177.10
	Special Collections	17	17	125	58
	Special Collection - Single Item	2	0	19	8
	Television - Large (\$10)	3	4	35	14
	Television - Small (\$5)	0	0	5	5
	Community Events	Barricade / Event Preparation	4	3	19
Street Banners		7	4	52	38
Streets	Potholes	7	16	90	17
	Sidewalk Footage (Length)	38.00	10.00	422.90	215.90
	Utility Cuts	8	1	65	28
Vehicle Maintenance	Fleet Service - City	144	112	1,416	646
	Fleet Service - County	71	82	858	409
Water & Sewer Infrastructure	I&I Video Inspection (Length)	311	1,234	22,531	15,379
	Sewer Blockages	9	4	74	29
	Sewer Tap New Commercial	0	0	2	1
	Sewer Tap New Residential	0	1	7	3
	Sewer Taps Repaired	7	0	22	3
	Utility Locates	8	18	174	69
	Water Leaks	13	15	158	89
	Water Meter Boxes	7	5	55	27
	Water Meters New	0	0	11	10
	Water Meters Other	10	9	122	53
	Water Tap New Commercial	1	0	4	0
	Water Tap New Residential	0	1	9	5
	Water Taps Repaired	1	1	6	2

APPENDIX II: May Sanitation Statistics

Sanitation statistics are provided as indicators for solid waste and recycling performance.



APPENDIX III: May Sanitation Statistics

Sanitation statistics are provided as indicators for city commercial cardboard collection performance.

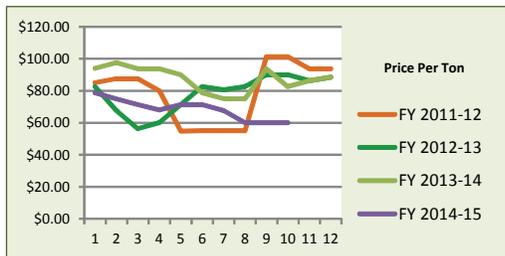
Note: total provided for July through April, 2015 as May's revenue not received as of this printing.

Cardboard Collection Study FY 2014-2015



FY 2014-2015	Maintenance Expense	Fuel Expense	Labor Expense	Total Expense	Expense Less Customer Fee	Revenue	Profit or Loss	Tons Collected	Cost Per Ton
July	1,787.39	319.66	4,399.47	6,506.52	1,576.52	1,237.17	339.35	15.71	100.35
August	397.87	336.04	4,277.04	5,010.95	279.05	1,378.16	1,657.22	18.41	15.16
September	400.18	432.74	4,155.19	4,988.11	301.90	1,198.42	1,500.32	16.82	17.95
October	559.95	410.16	4,704.68	5,674.79	394.79	1,259.10	864.31	18.51	21.33
November	189.44	327.21	3,543.60	4,060.25	1,229.76	835.05	2,064.81	11.72	104.93
December	104.82	262.60	4,093.68	4,461.10	828.91	1,166.86	1,995.77	16.38	50.60
January	10.94	312.42	3,971.83	4,295.19	984.82	957.16	1,941.98	14.18	69.45
February	4.99	217.42	3,788.47	4,010.88	1,269.13	691.20	1,960.33	11.52	110.17
March	1,274.80	307.04	4,399.47	5,981.31	731.31	958.80	227.49	15.98	45.76
April	170.54	252.19	4,155.19	4,577.92	672.08	896.40	1,568.49	14.94	44.99
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Total	\$4,900.92	\$3,177.48	\$41,488.59	\$49,566.99	\$2,863.02	\$10,578.32	\$13,441.34	154.17	#DIV/0!
Average / Mon.	\$408.41	\$264.79	\$3,457.38	\$4,130.58	\$238.58	\$881.53	\$1,120.11	12.85	#DIV/0!

Total Profit or Loss for Cardboard Collection through November \$13,441.34



Month	2013-2014	2014-2015	Difference
July	1,743.12	-339.35	-\$2,082.47
August	1,579.34	1,657.22	\$77.88
September	1,555.50	1,500.32	-\$55.19
October	1,060.99	864.31	-\$196.67
November	2,452.30	2,064.81	-\$387.50
December	1,853.91	1,995.77	\$141.86
January	885.02	1,941.98	\$1,056.96
February	1,013.33	1,960.33	\$947.00
March	1,530.17	227.49	-\$1,302.68
April	1,634.17	1,568.49	-\$65.69
May	1,046.54	0.00	-\$1,046.54
June	1,543.18	0.00	-\$1,543.18
Year Total	17,897.55	13,441.34	-\$4,456.22

APPENDIX IV: May Garage Statistics

Fuel Use Statistics are provided as indicators for vehicle and equipment fleet fuel use by the city and county vehicle fleet.

- May overall fuel use increased by a total of +7.7% over the month of April, 2015.
- Current Unleaded Fuel Price: \$2.047
- Current Diesel Fuel Price: \$1.999

Entity Comparison	Current Month Gallons	Previous Month Gallons	Monthly Gallons Difference	Current Month Expense	Previous Month Expense	Monthly Expense Difference	% of Gallons Difference	% of \$ Difference
City Vehicles	5,268.80	5,275.90	-7.10	\$10,410.53	\$9,342.46	\$1,068.07	-0.1	11.4
County Vehicles	10,158.80	9,070.80	1,088.00	\$19,955.34	\$15,867.12	\$4,088.22	12.0	25.8
Narcotics Task Force	32.70	13.30	19.40	\$64.49	\$24.66	\$39.83	145.9	161.5
Totals	15,460.30	14,360.00	1,100.30	\$30,430.36	\$25,234.24	\$5,196.12	7.7	20.6



TO: Mayor Harris and City Council Members
FROM: Public Works Department
APPROVED: Jim Fatland, Interim City Manager

Projects, services provided, and community assistance included a variety of work performed by the department during the month of June; and reflects departmental implementation of the City's vision as a "safe, friendly, family oriented city with small town charm, outdoor recreation, arts, and culture that bring investment opportunities, environmental consciousness and economic diversity."

Strategy: Foster Economic Development

Foster economic diversity while enhancing the quality of life in an environmentally friendly way by creating an environment that promotes and encourages businesses, and business owners, attracted to and utilizing our natural assets of woods and water and our cultural / historical assets of music, arts, and outdoor recreation.

1. We foster economic development by protecting our natural assets of woods and water that uniquely define Brevard.
 - Continued Sewer Collections System inflow and infiltration elimination work included the following locations during June:
 - Three service lines on W. French Broad Street were inspected for inflow sites with suspected with gutter drains or holes due to deteriorated aged pipes.
 - Reported holes over an 8" sewer main at the Professional Plaza were inspected for inflow.

- The 6" City Wide Sewer Line Upgrade Project began this month with Dillard Construction mobilizing equipment and materials to S. Rice Street.
 - To date 780' of 6" sewer main pipe has been replaced / upgraded between E. Jordan Street and S. Johnson Street.
 - City personnel replaced 1 - 4" sewer connection and replaced 20' of 4" service line at 64 Rice Street.
 - Made one new 6" sewer tap in manhole #SB-056 to reconnect a residential service tap for contractor.
 - Made one replacement 4" sewer tap in new manhole #SB-057 for #153 S. Rice Street.



S. Rice Street broken terracotta sewer pipe.



Inflow site at broken terracotta sewer pipe along S. Rice Street.



Tap in manhole #SB-057 for service connection.



New 4" inch sewer service line from S. Rice Street residence connected to manhole.

- Personnel video inspected and smoke tested the existing 6" sewer pipe along Rice Street to verify the location of each residential service connection.



Smoke testing reveals which S. Rice Street residences are connected to existing sewer main.

- Video inspection of eight (8) new service lines for residences was performed to verify connection to new 8" main line.
- Two (2) water service lines were repaired due to damage by the contractor's excavation.



Water service lines replaced for two residences during the sewer upgrade project.

- Five 4" abandoned sewer lines were plugged at the former Brevard Tire building location on the Asheville Highway.
- An abandoned service connection was removed from the system on Maple Street eliminating an inflow location.
- Manhole #KC-250A on Lakeview Avenue was raised; and the ring and lid were sealed to prevent inflow.

- A city wide search for potential inflow sites was held during periods of rainfall associated with thunderstorms moving through the area.
2. We foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business.
- June street infrastructure maintenance included:
 - A section of concrete was identified as a tripping hazard and marked with bright marking paint to alert pedestrians until the section could be replaced on S. Broad Street in front of DD Bullwinkles.
 - Three additional sections of sidewalk were repaired by grinding edges level concrete along a section of E. Morgan Street between S. Broad and S. Gaston Street.
 - Ten (10) utility cuts and five (5) potholes were patched or leveled with stone until asphalt patching could be completed.
 - Patched one hole in a Carver Street driveway temporarily with cold patch mix until concrete could be replaced.
 - A Johnson Street culvert was jetted to clear a blockage and improve storm water flow.
 - Repaired a broken storm drain grate at the cul-de-sac on Forest Ridge Avenue.



Storm drain lid fabrication using a wood form and concrete mix.

- A ditch was cleaned out on Jordan Road to improve storm water flow.
- A sink hole on Lakeview Avenue was excavated to verify there were no storm drain, water or sewer line issues.
- Two sections of street on Silversteen Drive and Fox Cross Drive were cleaned reference a garbage truck spill.
- Cut grass and weeds along street edges, ditches and utility strips.
- Trimmed low hanging tree limbs along street edges on N. Oak Street and Summit Avenue; and at the intersection of Magnolia Street and Elm Bend Road.
- Trimmed bushes at intersection of Grandview Avenue and Outland Avenue.
- Graded and spread two loads of ABC stone on Woodlawn Avenue. Pruned bushes along the road edge as well.
- The Cherry Street Greenway Project was completed during June. The site was prepared for a grand opening ceremony with personnel removing traffic cones, barrels, and equipment. A section of split rail fence was installed at the head of the pathway near Spruce Street. A pebble basin was created for storm water drainage between Mountain Industrial Drive and Spruce Street.



Side arm mower is used to trim banks and ditch lines along city streets.

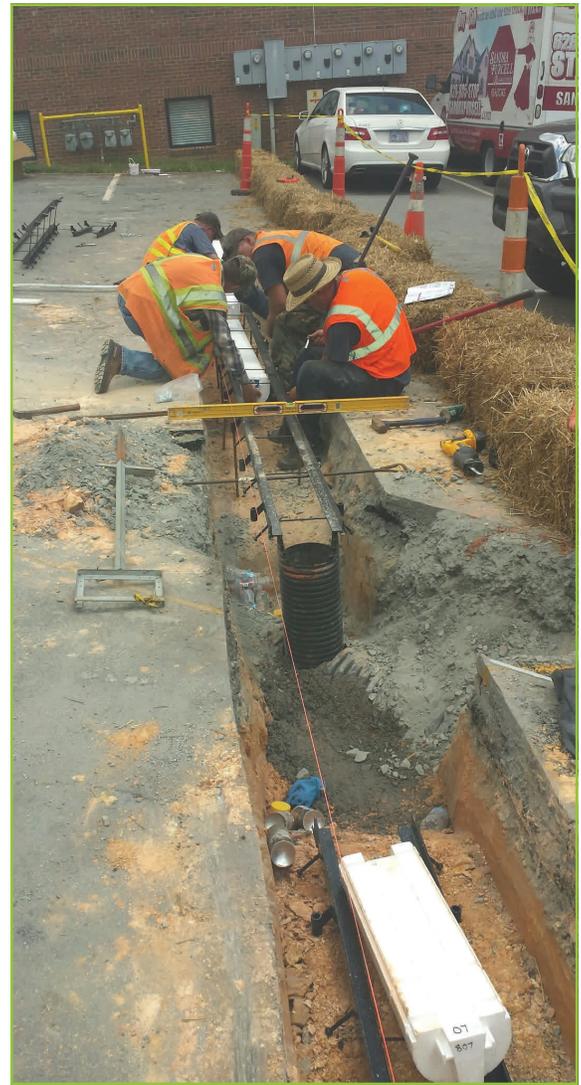


Cherry Street Greenway fence installation at end of Mountain Industrial Drive.



Pebble basin for storm water drainage between greenway and Spruce Street.

- The West Main Street parking lot adjacent to England Street was expanded. This expansion included 70' of 12" storm drain to improve a drainage condition across the parking lot. A 26' french drain was also installed and connected to the storm drain system. The area was prepared for asphalt paving and should be completed in July.



Storm drain improvements at W. Main Street parking lot.

- The Sanitation Division collected garbage, commercial recycling, brush and bagged yard waste during June.
 - Obtained monthly mulch pile temperature reference yard waste storage compliance.
 - Mulch is available to city residents for free and to others for \$10 per pickup truck load.

June Sanitation Activities

- 17 special trash pickups
- 1 single item special trash pickup
- 4 small electronic items collected
- 2 large televisions collected
- 1 Residential recycle bin delivered
- 21 Residential recycle carts delivered
- 1 Commercial recycle cart delivered

- Collections System infrastructure maintenance consisted of the following noted items during June:

- Video inspection of sewer mains and service lines were performed on a total of 1,576' to determine condition and location.
- Sewer mains were cleaned throughout the system and totaled 2,942'.
- Routine facility mowing and trimming was performed at the lift stations; and personnel cleaned the bar screens at the Neely Road Lift Station.



Lakeview Avenue pavement is cut to excavate for sewer main replacement.

- Three sections totaling 16' of 8" deteriorated sewer main were replaced on Lakeview Avenue. Faulty sections of old clay pipe were discovered during a video inspection and also revealed a service connection was in need of replacement. A new connection and clean out were installed for one residence at this location.



A steel trench box is mobilized to the excavation site for personnel to safely work.



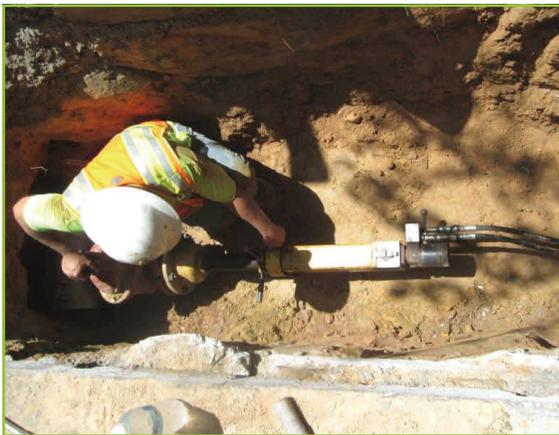
Trench where 8" sewer main pipe was replaced.

- System personnel responded to five (5) reported sewer line blockages during the month; (4) of which were actual blockages and were cleared on Burrell Avenue, Lakeview Avenue, S. Caldwell Street and Silversteen Drive.

- **The Water Distribution maintenance and repair of the water system infrastructure included the following items in June:**
 - **Flushed a water post hydrant on Cardinal Drive.**
 - **Inspected fire line for detector meter at an E. Main Street location.**
 - **Personnel replaced a fire hydrant on Greenville Highway. This work included tapping an 8" water main for the new hydrant connection; and removing the old hydrant from the distribution system.**



A utility cut is made to access the existing water main pipe and a section of sidewalk was cut and removed to prepare site for fire hydrant installation.



A tap is made with tapping machine on 8" main and fitting installed to connect new fire hydrant.



**The new fire hydrant is installed. The excavation site is filled with stone
In preparation for concrete and asphalt patching.**

- **A fire hydrant located at the Waste Treatment Facility was inspected and pressure tested.**
- **Hydro-excavated 2" and 6" water lines on Laurel Lane to verify the location and depth of each.**
- **There were seventeen (17) inspections for reported water leaks during June; twelve (12) of which were actual water leaks on Allison Road, Boxwood Lane, Carolina Avenue, Ecusta Road, Forest Hills Circle, Grandview Avenue, Hillcrest Avenue, Maple Street, Park Avenue, Rice Street, S. Broad Street, and S. Caldwell Street.**



Allison Road water leak repair and 3/4" water service line replacement.

- Meter box maintenance included lid repair or replacement on W. Jordan Street, Meadowbrook Circle and Far Hills Terrace; a damaged box was replaced on Laurel Village Drive, and one box was raised on West Lane Street.
- Installed backflow preventers at 8 water meter locations.
- Replaced meter expanders, angle valves or yoke bars at meter locations.
- A 3/4" service line was repaired on Boxwood Lane. Two feet of pipe were replaced at this location and the damage was caused by a contractor working at this location.
- Operators searched sections of the city for possible water leak locations in the Railroad Avenue, Burrell Avenue, Maple Street and Gaston Street areas.
- Weeds and grass were cut at the Wal-Mart, Burrell Mountain and Straus Park water tank facilities.
- The Water Tank Replacement Project is now 55% complete. High Country Engineering reports the following progress during June:
 - A small water leak was repaired at 14" connection pipe on Tank #1.
 - Backfill, grassing and erosion control matting was complete around new Tank #1.
 - Grass and erosion control matting was placed on all slopes around new Tank #1 and Tank #2.
 - Drying and tilling soil on site to achieve proper moisture content; at times work was prevented due to periods of heavy and frequent thunderstorms.
 - Demolition of 14" valve and drain from old tank.
 - Construction of concrete block retaining wall around new Tank #2.
 - Constructed 8" drain and overflow pipe for new Tank #2.



Backfill around new Tank #1.

Photo provided by High Country Engineering, PC.

Water Tank Replacement Project

- Grassing and erosion control matting around new Tank #1.
- Construction of retaining wall around new Tank #2.

Photos provided by High Country Engineering, PC.



3. We encourage investment when we appear well-run and well planned.

- **Public Works Facility and Operations Center maintenance included the following items during June:**
 - Collections personnel cleared a blockage and cleaned 150' of 6" sewer main coming from the outdoor wash pit at the facility. Debris were removed from the pit area and hauled to the landfill for disposal.
 - A blockage was cleared in floor drains of the garage area inside the Public Works Building.
 - Scrap stumps, concrete and dirt from the lower yard were hauled to the County Landfill for disposal.
 - A table was assembled for the office lobby.
 - A crane on service truck #44 was inspected. The annual inspection is required and provides safety rating for cranes of this size.
 - Routine mowing and trimming grounds and city property along Cashiers Valley Road.
 - Weeds were removed and mulch spread at the entrance of the Operations Building.

Strategy: Enhance Quality of Life

Encourage and enhance our family friendly and small town charm by bringing people of all ages together through physical connections within our community and to our natural assets of woods and water and personal connections to each other and to our cultural / historic assets of music, arts, and outdoor recreation.

1. We encourage and enhance our family friendly and small town charm by bringing people together through physical connections within our community.

- New water and sewer taps were installed for residential dwelling under construction of Jordan Road. This work included a 4" sewer tap and 20' of service line; a 3/4" water tap and 10' of 3/4" water service line, backflow preventers, meter box and a new water meter installation.
- New commercial taps were installed for Forest Gate Self Storage on Ecusta Road. The installation included 1 - 4" sewer connection in manhole #PF-036 and 1 - 6" water tap to serve the new business.
- New commercial taps were installed on Mountain Industrial Drive for Oskar Blues. A 6" sewer connection and 20' of 6" service line were installed as was a 6" water tap for the brewery.
- The director attended meetings regarding various public works issues, a few of which included:
 - Brown Consultants reference utility projects.
 - Cherry Street Greenway Grand Opening.
 - Ed Burdette & Scott Latelle reference Highway 276 North utilities.
 - JLS Paving reference W. Main Street Parking Lot.
 - Pedestrian Committee Meeting.
 - City Council Meeting.
 - Water Reservoir Progress Meeting.
 - Weekly Staff Meetings.
 - Wilson Road Open Cut Meeting.
- Fifteen (15) utility locates for water and sewer lines in proposed excavation sites or other requirements were marked with flags or marking paint for other utility companies, building contractors or citizens.

Utility Locates

- Al Plemmons (1)
- Brevard College (1)
- Comporium (5)
- Dillard Construction (3)
- Doug Harris (1)
- Scott Lattelle (1)
- Sumter Utilities (2)
- Sunset Drive Customer (1)

2. We encourage and embrace our family friendly and small town charm by bringing people together through personal connection with each other.

- Community events were promoted by the following groups with Streets Division personnel erecting banners for:
 - All Seasons Craft Show
 - Brevard Music Festival
 - Transylvania County Handcrafters Craft Show & Sale
- Barricades and a street closure signs were delivered to a section of S. Caldwell Street to assist Brevard Police Department with response to a vehicle accident near Silversteen Drive.
- Two mesh *street closed* signs and stands were provided for an E. Main Street closure for a special event.

3. A safe community is one where residents know the city provides reliable and consistent service.

- Project notifications to S. Rice Street customers were delivered regarding the 6" city wide sewer line replacement project that will soon begin.
- Residential recycling date reminders were issued for June.
- City Connections article was placed in the Transylvania Times regarding the completion of the Cherry Street Greenway Project.
- Forklift training was provided to Waste Water Treatment operators.
- Nathaniel Littleton obtained a Class A commercial driver's license. The testing was held at Asheville Division of Motor Vehicles.



Forklift training at Public Works Facility.

- **Blue Sky Diagnostics provided an Electronic Diagnostic Scanner training session for vehicle maintenance mechanics.**
- **Delivered door hangers to Appletree Street residences and spoke with several customers regarding proposed smoke testing in the area.**
- **Employee activities and opportunities during June included:**
 - **Post Accident Review Meetings.**
 - **Safety Committee Meeting.**
 - **Open Enrollment Health Insurance Meeting.**
 - **Dr. Ward Health Appointments.**
 - **Random CDL Drug and Alcohol Screenings.**

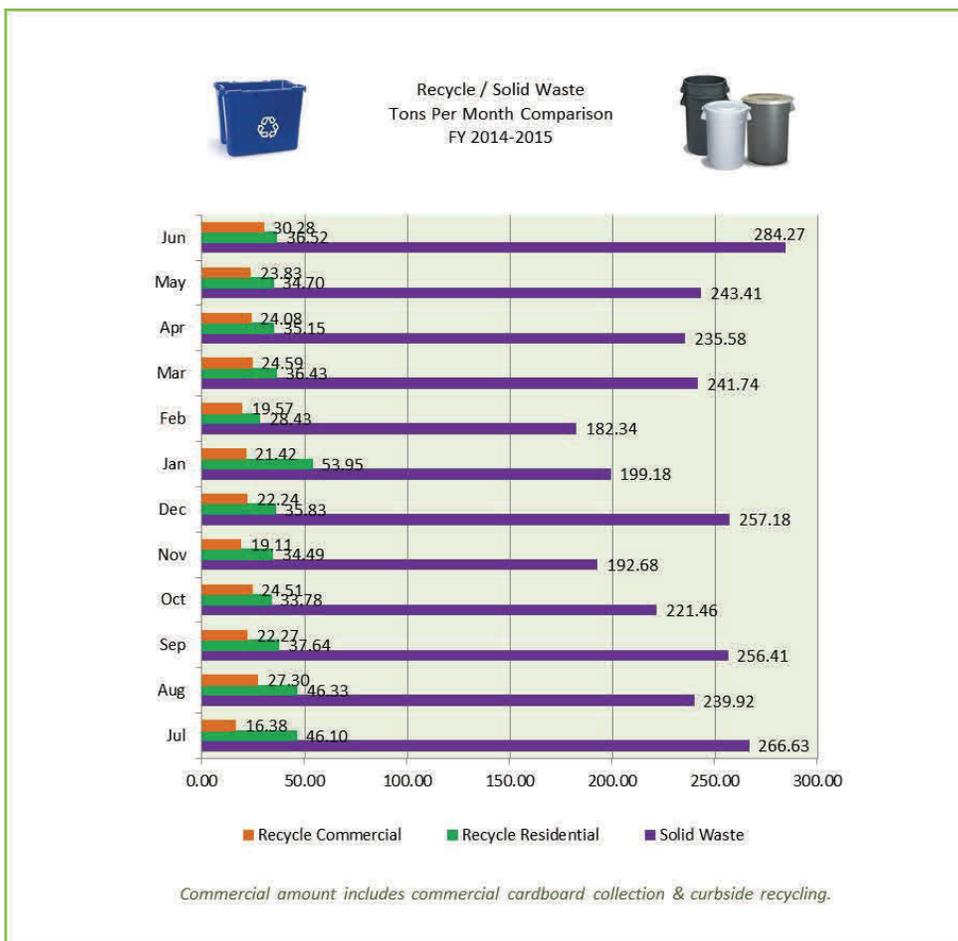
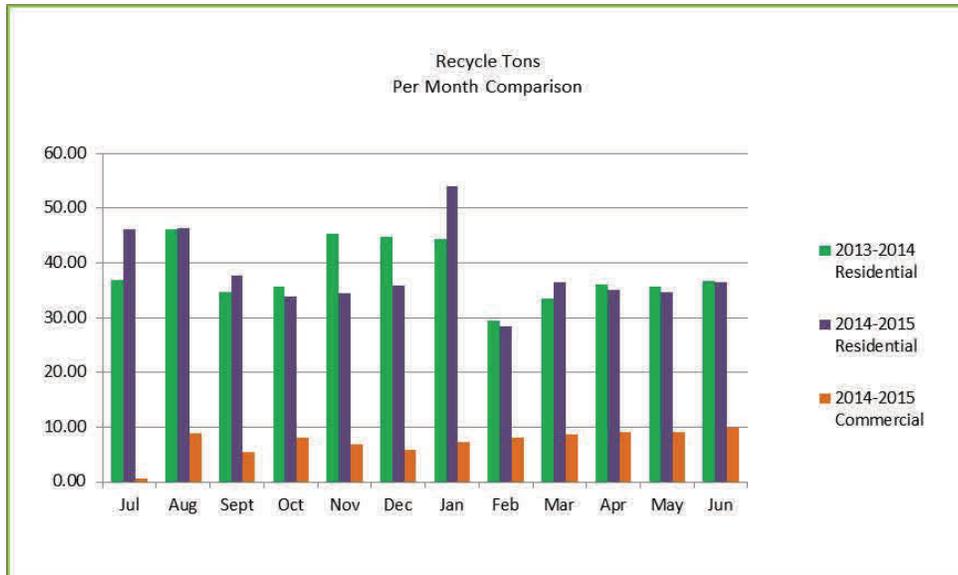
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	Recycle Bin Delivery Commercial	0	4	29	20
	Recycle Cart Delivery Residential	18	21	257	136
	Recycle Cart Delivery Commercial	6	1	157	127
	Commercial Recycling	9	9.94	100.10	42.26
	Residential Recycling	34.70	36.52	459.35	198.34
	Solid Waste Collection	243.41	284.27	2,820.80	1,177.10
	Special Collections	17	17	142	58
	Special Collection - Single Item	0	1	20	8
	Television - Large (\$10)	4	2	37	14
	Television - Small (\$5)	0	1	6	5
	Community Events	Barricade / Event Preparation	3	2	21
Street Banners		4	5	57	38
Streets	Potholes	16	5	95	17
	Sidewalk Footage (Length)	10.00	0.00	422.90	215.90
	Utility Cuts	1	10	75	28
Vehicle Maintenance	Fleet Service - City	112	82	1,498	646
	Fleet Service - County	82	50	908	409
Water & Sewer Infrastructure	I&I Video Inspection (Length)	1,234	1,576	24,107	15,379
	Sewer Blockages	4	5	79	29
	Sewer Tap New Commercial	0	2	4	1
	Sewer Tap New Residential	1	1	8	3
	Sewer Taps Repaired	0	5	27	3
	Utility Locates	18	15	189	69
	Water Leaks	15	17	175	89
	Water Meter Boxes	5	5	60	27
	Water Meters New	0	0	11	10
	Water Meters Other	9	9	131	53
	Water Tap New Commercial	0	2	6	0
	Water Tap New Residential	1	1	10	5
	Water Taps Repaired	1	0	6	2

APPENDIX II: June Sanitation Statistics

Sanitation statistics are provided as indicators for solid waste and recycling performance.



APPENDIX III: June Sanitation Statistics

Sanitation statistics are provided as indicators for city commercial cardboard collection performance.

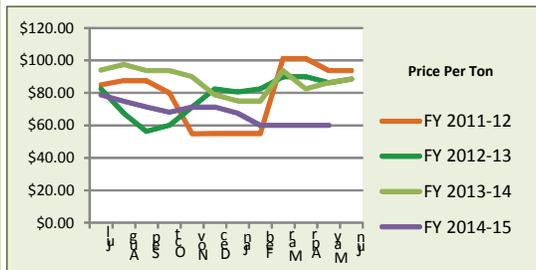
Note: total provided for July, 2014 through May, 2015 as June's revenue not received as of this printing.

Cardboard Collection Study FY 2014-2015



FY 2014-2015	Maintenance Expense	Fuel Expense	Labor Expense	Total Expense	Expense Less Customer Fee	Revenue	Profit or Loss	Tons Collected	Cost Per Ton
July	1,787.39	319.66	4,399.47	6,506.52	1,576.52	1,237.17	339.35	15.71	100.35
August	397.87	336.04	4,277.04	5,010.95	279.05	1,378.16	1,657.22	18.41	15.16
September	400.18	432.74	4,155.19	4,988.11	301.90	1,198.42	1,500.32	16.82	17.95
October	559.95	410.16	4,704.68	5,674.79	394.79	1,259.10	864.31	18.51	21.33
November	189.44	327.21	3,543.60	4,060.25	1,229.76	835.05	2,064.81	11.72	104.93
December	104.82	262.60	4,093.68	4,461.10	828.91	1,166.86	1,995.77	16.38	50.60
January	10.94	312.42	3,971.83	4,295.19	984.82	957.16	1,941.98	14.18	69.45
February	4.99	217.42	3,788.47	4,010.88	1,269.13	691.20	1,960.33	11.52	110.17
March	1,274.80	307.04	4,399.47	5,981.31	731.31	958.80	227.49	15.98	45.76
April	170.54	252.19	4,155.19	4,577.92	672.08	896.40	1,568.49	14.94	44.99
May	498.96	253.90	4,032.75	4,785.61	474.39	889.80	1,364.19	14.83	31.99
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Total	\$5,399.88	\$3,431.38	\$45,521.34	\$54,352.60	\$3,337.41	\$11,468.12	\$14,805.53	169.00	#DIV/0!
Average / Mon.	\$449.99	\$285.95	\$3,793.44	\$4,529.38	\$278.12	\$955.68	\$1,233.79	14.08	#DIV/0!

Total Profit or Loss for Cardboard Collection through May, 2014 \$14,805.53



Program Comparison to FY 2013-2014			
Month	2013-2014	2014-2015	Difference
July	1,743.12	-339.35	-\$2,082.47
August	1,579.34	1,657.22	\$77.88
September	1,555.50	1,500.32	-\$55.19
October	1,060.99	864.31	-\$196.67
November	2,452.30	2,064.81	-\$387.50
December	1,853.91	1,995.77	\$141.86
January	885.02	1,941.98	\$1,056.96
February	1,013.33	1,960.33	\$947.00
March	1,530.17	227.49	-\$1,302.68
April	1,634.17	1,568.49	-\$65.69
May	1,046.54	1,364.19	\$317.65
June	1,543.18	0.00	-\$1,543.18
Year Total	17,897.55	14,805.53	-\$3,092.03

APPENDIX IV: June Fuel Use Statistics

Fuel Use Statistics are provided as indicators for vehicle and equipment fleet fuel use by the city and county vehicle fleet.

- June fuel use decreased overall by -2.1\$ from the month of May, 2015.
- Current Unleaded Fuel Price: \$1.997.
- Current Diesel Fuel Price: \$1.969.

Entity Comparison	Current Month Gallons	Previous Month Gallons	Monthly Gallons Difference	Current Month Expense	Previous Month Expense	Monthly Expense Difference	% of Gallons Difference	% of \$ Difference
City Vehicles	5,293.90	5,268.80	25.10	\$10,918.19	\$10,410.53	\$507.66	0.5	4.9
County Vehicles	9,840.90	10,158.80	-317.90	\$20,354.69	\$19,955.34	\$399.35	-3.1	2.0
Narcotics Task Force	6.10	32.70	-26.60	\$12.18	\$64.49	-\$52.31	-81.3	-81.1
Totals	15,140.90	15,460.30	-319.40	\$31,285.06	\$30,430.36	\$854.70	-2.1	2.8

CONSENT AGENDA STAFF REPORT

August 17, 2015

Title: South Alley Text Amendment
Speaker: Daniel P. Cobb, AICP, CFM, CZO, Planning Director
Prepared by: Daniel P. Cobb, AICP, CFM, CZO, Planning Director
Approved by: Jim Fatland, Interim City Manager

Executive Summary: Council is to provide direction to Planning Staff regarding potential changes to Brevard City Code 62.1.4 – South Alley elevated boardwalk standards.

Background: During Council’s March 2nd, 2015 meeting an ordinance was adopted which allowed the placement of an elevated boardwalk within the within the northeastern portion of the south alley. This boardwalk is complete and subject to the same sidewalk merchandise setback requirements as noted in City Code chapter 46, section 1, which limit the area available for displays to 24 inches from the face of the building.

Staff has received several inquiries from the public as well as City management regarding these standards and their limitations on the placement of goods and merchandise within the alley.

Discussion: N/A.

Fiscal Impact: None.

Policy Analysis: No changes are proposed at this time. Staff is requesting direction from City Council to review these standards and explore options to allow for additional space for merchandise and other wares. If the majority of City Council is in favor Staff will present proposed language to the Planning Board at their regular meeting in September.

Staff Recommendation: Staff recommends City Council take action to provide clear direction to Planning Staff to explore possible changes to City Code section 62.1.4.

CONSENT AGENDA STAFF REPORT

August 17, 2015

Title: Parking Standards Text Amendment
Speaker: Daniel P. Cobb, AICP, CFM, CZO, Planning Director
Prepared by: Daniel P. Cobb, AICP, CFM, CZO, Planning Director
Approved by: Jim Fatland, Interim City Manager

Executive Summary: Council is to provide direction to Planning Staff regarding potential changes to Unified Development Ordinance Chapter 10.5.G. – Location of off-street parking.

Background: Beginning in October of 2014 City Council began revising the permitting process and standards for planned development districts. One item of note that was discussed thoroughly was the location of parking in relation to the building and street frontage, specifically related to businesses on the City's commercial corridors. Currently all parking must be next to, or behind the building.

Recent discussions with City consultants and feedback from the development community has indicated that this particular requirement can be severely detrimental to the success of automobile-oriented businesses (i.e. drive-thru restaurants) located on the City's commercial corridors.

Discussion: N/A.

Fiscal Impact: None.

Policy Analysis: No changes are proposed at this time. Staff is requesting direction from City Council to review these standards and explore options to allow for off-street parking for automobile-oriented businesses to be allowed in the front yard, between the structure and the street. If the majority of City Council is in favor of researching potential changes to this section of the Unified Development Ordinance Staff will prepare language for the Planning Board's review at their regularly scheduled meeting in September.

Staff Recommendation: Staff recommends City Council take action to provide clear direction to Planning Staff to explore possible changes to Unified Development Ordinance Chapter 10.5.G.

RESOLUTION NO. 2015-_____

**A RESOLUTION REVISING AND UPDATING THE SIGNATORIES OF
THE CITY OFFICIALS AND EMPLOYEES AUTHORIZED TO USE THE UNITED
COMMUNITY BANK CREDIT CARDS AND
SETTING FORTH GUIDELINES FOR THE USE OF THE CREDIT CARDS
BY CITY OFFICIALS AND EMPLOYEES
(Amendment No. 5 to Resolution No. 35-2007)**

WHEREAS, upon the request of the Finance Director and, as recommended by the City Manager, the City Council of the City of Brevard authorized by Resolution No. 35-2007, dated May 21, 2007, the obtaining and use of a credit card from United Community Bank to be used for travel expenses incurred by City Officials and City employees who are on City business, and to allow them to acquire the necessary materials to conduct business and/or deliver services in a convenient and expeditious manner;

WHEREAS, the following rules and guidelines for restricted use of the credit card were set forth as follows:

- 1) The Credit Card may not be used for:
 - a. Purchases that can be made on an account or where the City has a standing purchase order on file with the store or business.
 - b. Alcoholic beverages.
 - c. Purchase(s) that exceeds the cardholder's limit.
- 2) Only purchases directly related to budgeted items are allowed.
- 3) The Department Head shall be responsible for credit card used in their department.
- 4) A receipt(s) must be kept for all credit card purchases. Employee will be personally liable for purchases not having a receipt.
- 5) All receipts will be reviewed and approved by the department head and remitted to the Finance Department in time for payment. Departments that do not have the monthly statement and receipts to the Finance Department in time for payment will be responsible for absorbing any late fee charges; and,

WHEREAS, it is now necessary, for a variety of reasons and just cause, to revise and update the names and signatories of the City Officials and employees who have been designated to use the United Community Bank credit card.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

Section 1. The following named persons, whose signatures are shown below, are approved for making purchases utilizing a City credit card issued by United Community Bank. Eight (8) credit card accounts were issued: Finance & Human Resources Department, Parks and Property Management, City Clerk, Police Department, Planning Department, Public Works Department, Utilities (Water Plant& Wastewater Treatment Plant) and Fire Department.

1. James R. Fatland, Finance Director and
Interim City Manager _____
2. Derrick Swing, HR Director _____
3. Lynn Goldsmith, Parks & Property Mgmt. _____
4. Desiree D. Perry, City Clerk _____
5. J. Phil Harris, Chief of Police _____
6. Joshua Freeman, Projects Director _____
7. Daniel Cobb, Planning Director _____
8. David Lutz, Public Works Director _____
9. Craig Budzinski, Fire Chief _____
10. Emory Owen, Wastewater Plant _____
10. Dennis Richardson Water Plant _____

Section 2. This Resolution shall become effective upon its adoption and approval.

Adopted and approved the _____ day of _____, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

STATE OF NORTH CAROLINA
TRANSYLVANIA COUNTY

Community Development Contract with Brevard/Transylvania Chamber of Commerce

THIS AGREEMENT, entered into this the ____ day of _____, 2015, by and between the CITY OF BREVARD, NORTH CAROLINA, a municipal corporation organized and chartered under the laws of the State of North Carolina, hereinafter called "Brevard" and the BREVARD/TRANSYLVANIA CHAMBER OF COMMERCE, a 501(c) 6 non-profit corporation organized and incorporated under the laws of the State of North Carolina, hereinafter called the "Chamber";

W I T N E S S E T H

THAT, WHEREAS, Brevard's Mission (i.e. its role and purpose) is to "promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture" through the provision of public goods, services, and spaces, and The Chamber's Mission "... shall promote the economic well-being of the local business community and be a catalyst for the collaboration of businesses, local government, and civic and community organizations in order to enhance the quality of life for its residents"; and,

WHEREAS, Brevard's Vision (i.e. its goal and bearing) is to be "a safe, friendly, family-oriented community with small-town charm, outdoor recreation, arts and culture that bring investment opportunities, environmental consciousness, and economic diversity"; and,

WHEREAS, Brevard's provision of public goods, services, and spaces while an essential building block of community development, is only part of the foundation necessary in achieving this Vision; and,

WHEREAS, Brevard may increase the impact of public expenditures by funding non-profit, such as the Chamber, to couple those funds with their additional donations, grants, and fundraising, to leverage their organized volunteer workforce, and utilize their expertise to provide specific programs or services; and,

WHEREAS, by virtue of the Chamber's Mission and the services offered to Brevard City Council at their Budget Public Input Session on March 16, 2015, it is mutually beneficial for Brevard to partner with the Chamber in the year ahead.

NOW, THEREFORE, it is agreed among the parties of this agreement as follows:

1. The Chamber will help Brevard diversify the revenue stream used to fund the provision of public good, services, and spaces and thereby lessen the over-dependence on a stagnant and geographically constrained property tax base by expanding the sales tax base through:
 - a. Hosting educational workshops for existing and potential businesses in the community through Chamber membership and Blue Ridge Community College.
 - b. Expand existing businesses, as example by:
 - i. Mentorship Group
 - ii. Business Referral Group
 - iii. Young Professional Group
 - iv. Women in Business Group
 - c. Engaging and networking the private, public, and non-profit sectors through an Inter-City Program.
 - d. Protecting the economic viability of the community by engaging state legislators on relevant legislation during the annual Legislative Trip.

2. The Chamber will help Brevard diversify its economy by developing and strengthening the entrepreneurial community through promotion and mentorship by:
 - a. Engaging schools, colleges, and area non-profits to develop the workforce to initiate or support entrepreneurial businesses.
 - b. Support entrepreneurial businesses through:
 - i. Mentorship Group
 - ii. Educational Workshops
 - c. Promote the economic viability of entrepreneurial businesses by engaging Council to initiate City Ordinance or Local Delegation on relevant legislation conducive to the development of these businesses.

3. The Chamber will report the results of the aforementioned efforts at Council's Regularly Scheduled meetings in ~~September, December, March (the annual Budget Public Input Session, and one of their budget work sessions (held in either late May or early June.)~~ *October 2015 and at the March 2016 annual Budget Public Input Session.* The table below is included as guidance only:

REVENUE DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIOD
	Attendance at workshops	Members and non-members	<i>Oct. & March Quarterly</i>
	Attendance at Inter-City visit	Members and non-members	<i>Oct. & March Quarterly</i>
	Attendance at Legislative Trip	Members and non-members	<i>Oct. & March Quarterly</i>

ECONOMIC DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIOD
	Mentorship group	Members serving as mentors and non or new members in group	<i>Oct. & March Quarterly</i>
	Educational workshops	Members and non-members	<i>Oct. & March Quarterly</i>
	Membership	Returning members and new members	<i>Oct. & March Quarterly</i>

4. Brevard has budgeted \$10,000 (from General Fund and Economic Development) for the Chamber’s efforts described above, and will distribute those funds quarterly. ~~based upon delivery of the quarterly reports.~~
5. This agreement will terminate at the end of the fiscal year of June 30, 2016.

WITNESSETH

CITY OF BREVARD

Brevard/Transylvania Chamber of
Commerce

Jim Fatland, CPFO
Interim City Manager/Finance Director

Frank Porter, President
Brevard/Transylvania Chamber of
Commerce

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

Clark Lovelace, Executive Director
Brevard/Transylvania Chamber of
Commerce

This instrument has been pre-audited per the Local Government Budget and Fiscal Control Act.

Jim Fatland, CPFO
Director of Finance

STATE OF NORTH CAROLINA
COUNTY OF TRANSYLVANIA

I, _____, a Notary Public of the Country and State aforesaid, certify that FRANK PORTER and CLARK LOVELACE, personally came before me this day and acknowledged that they are respectively President and Executive Director for the Brevard/Transylvania Chamber of Commerce, and that by authority duly given and as the act of this corporation, the foregoing instrument was signed by them and sealed with its corporate seal.

Witness my hand and official seal, this _____ day of _____, 2015.

My Commission Expires: _____

Notary Public

STATE OF NORTH CAROLINA
TRANSYLVANIA COUNTY

Community Development Contract with Transylvania Farmers Market

THIS AGREEMENT, entered into this the ____ day of _____, 2015, by and between the CITY OF BREVARD, NORTH CAROLINA, a municipal corporation organized and chartered under the laws of the State of North Carolina, hereinafter called "Brevard" and the TRANSYLVANIA FARMERS MARKET, a 501(c)3 non-profit corporation organized and incorporated under the laws of the State of North Carolina, and filing for 501(c) 3 tax status, hereinafter called the "Market";

W I T N E S S E T H

THAT, WHEREAS, Brevard's Mission (i.e. its role and purpose) is to "promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture" through the provision of public goods, services, and spaces, and the Market is "an organization founded with the goal to encourage and promote local agriculture, horticulture, value-added, and craft industries in Transylvania County, North Carolina; to provide local producers and starting businesses a site to market their goods directly to residents and visitors to the County; to provide consumers a site to obtain quality goods and healthy food options directly from local producers; and to foster an environment of healthy eating and lifestyle in a community gathering place"; and,

WHEREAS, Brevard's Vision (i.e. its goal and bearing) is to be "a safe, friendly, family-oriented community with small-town charm, outdoor recreation, arts and culture that bring investment opportunities, environmental consciousness, and economic diversity," and Brevard acted on this Vision through adopting the "Transylvania County Farmland Protection Plan" as policy, which established a goal of supporting the agricultural sector through the establishment of a permanent and structured farmers market; and,

WHEREAS, Brevard may increase the impact of public expenditures by funding non-profit, such as the Market, to couple those funds with their additional donations, grants, and fundraising, to leverage their organized volunteer workforce, and utilize their expertise to provide specific programs or services; and,

WHEREAS, by virtue of the Market's Mission, Vision, and the services offered to Brevard City Council at their Budget Public Input Session on March 2, 2015, it is mutually beneficial for Brevard to partner with Transylvania Farmers Market.

NOW, THEREFORE, it is agreed among the parties of this agreement as follows:

1. The Market will establish a permanent farmers market and thereby help re-establish Brevard’s historic role as Transylvania County’s County Seat, where goods are brought to the market, and citizens and visitors gather to engage in business, interact socially, and promote a healthier lifestyle as discussed in the Economic Development, Cultural Resources, and Health categories of Brevard’s Draft Comprehensive Plan.
2. The Market will help Brevard diversify the revenue stream supporting public services by expanding the sales tax base through increased and concentrated activities within the central business district, as discussed in the Economic Development category of Brevard’s Draft Comprehensive Plan, and specifically noted by:
 - a. Hosting Market Days.
 - b. Advertising and marketing Market Days to consumers.
 - c. Incorporating promotional events into the Market Days for consumers.
 - d. Collaborating with Heart of Brevard, TCarts, and Chamber on mutually beneficial events.
3. The Market will help Brevard diversify its economy by developing and strengthening the agriculture value-added production businesses under discussion in the Economic Development category of Brevard’s Community Development Plan; and additionally noted in the North Carolina Jobs Plan (North Carolina Economic Development Board, December 2013) through promotion, mentorship, and clustering; but most notably by:
 - a. Coordinating specialized business classes through Blue Ridge Community College.
 - b. Developing a place for someone to market their home-grown and/or home-made products, and thereby developing the workforce skills to create, make, and build.
 - c. Evaluate the feasibility of adding SNAP/EBT capability to the Market.
 - d. Advertising and marketing Market Days to vendors.
4. The Market will report the results of the aforementioned efforts at Council’s Regularly Scheduled meetings in ~~September, December, March (the annual Budget Public Input Session, and one of their budget work sessions (held in either late May or early June.)~~ *October 2015 and at the March 2016 annual Budget Public Input Session.* The table below is included as guidance only:

REVENUE DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIOD
	Attendance	Market	<i>Oct. & March Quarterly</i>
	Number of type of promotional events	Market	<i>Oct. & March Quarterly</i>
	Advertising and marketing mediums and markets	Medium name (e.g. Transylvania Times) and market share (e.g. readership number and demographic)	<i>Oct. & March Quarterly</i>

ECONOMIC DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIOD
	Weekly Annual sales	Market	Annually Quarterly
	Number of vendors and vendor transition per week (dropped off or achieved independence)	Market	Quarterly
	Class Attendance	BRCC	Before fourth quarter

5. Brevard has budgeted \$17,000 for the Market’s efforts described above, and will distribute these funds quarterly. ~~based upon delivery of the quarterly reports.~~
6. This agreement will terminate at the end of the fiscal year of June 30, 2016.

WITNESSETH

CITY OF BREVARD

Transylvania Farmers Market

Jim Fatland, CPFO
Interim City Manager/Finance Director

Brittany Whitmire, President
Transylvania Farmers Market
Board of Directors

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

Leslie Logemann, Market Manager
Transylvania Farmers Market

This instrument has been pre-audited per the Local Government Budget and Fiscal Control Act.

Jim Fatland, CPFO
Director of Finance

STATE OF NORTH CAROLINA
COUNTY OF TRANSYLVANIA

I, _____, a Notary Public of the Country and State aforesaid, certify that BRITTANY WHITMIRE and LESLIE LOGEMANN, personally came before me this day and acknowledged that they are respectively Board President and Market Manager for the Transylvania Farmers Market, and that by authority duly given and as the act of this corporation, the foregoing instrument was signed by them and sealed with its corporate seal.

Witness my hand and official seal, this _____ day of _____, 2015.

My Commission Expires: _____

Notary Public

STATE OF NORTH CAROLINA
TRANSYLVANIA COUNTY

Community Development Contract with Transylvania Community Arts Council

THIS AGREEMENT, entered into this the ____ day of _____, 2015, by and between the CITY OF BREVARD, NORTH CAROLINA, a municipal corporation organized and chartered under the laws of the State of North Carolina, hereinafter called "Brevard" and the TRANSYLVANIA COMMUNITY ARTS COUNCIL, a 501(c) 3 non-profit corporation organized and incorporated under the laws of the State of North Carolina, hereinafter called "TCarts";

W I T N E S S E T H

THAT, WHEREAS, Brevard's Mission (i.e. its role and purpose) is to "promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture" through the provision of public goods, services, and spaces, and Transylvania Community Arts Council "TCarts" Mission is "to enhance the quality of life in Transylvania County by celebrating the creative spirit of artist, youth, and individuals throughout the county"; and.

WHEREAS, Brevard's Vision (i.e. its goal and bearing) is to be "a safe, friendly, family-oriented community with small-town charm, outdoor recreation, arts and culture that bring investment opportunities, environmental consciousness, and economic diversity," and TCarts' Vision is to create "a vibrant arts destination", and,

WHEREAS, Brevard's provision of public goods, services, and spaces while an essential building block of community development, is only part of the foundation necessary in achieving this Vision; and,

WHEREAS, Brevard may increase the impact of public expenditures by funding non-profit, such as TCarts, to couple those funds with their additional donations, grants, and fundraising, to leverage their organized volunteer workforce, and utilize their expertise to provide specific programs or services; and,

WHEREAS, by virtue of TCarts' Mission/Vision and their services offered to Brevard City Council at their Budget Public Input Session on March 16, 2015, it is mutually beneficial for Brevard to partner with TCarts in the year ahead.

NOW, THEREFORE, it is agreed among the parties of this agreement as follows:

1. TCarts will help Brevard diversify the revenue stream used to fund the provision of public goods, services, and spaces by expanding the sales tax base, and thereby lessen the over-dependence on a stagnant and geographically constrained property tax base; most notably by:
 - a. Promoting the ~~262~~ *325+* art based events throughout the year, including but not limited to, Arts and Culture Week and sponsoring the ~~52+~~ *50+* art based events.
 - b. Hosting the 10 art based exhibits known as “4th Friday Gallery Walk.”
 - c. Hosting the “Fine Arts and Crafts Showcase” in collaboration with the organizers of the annual “4th of July” festival.
 - d. Expanding the limits and definition of the local arts community, and introducing Brevard as a regional resource and destination for the film industry by ~~initiating~~ *promoting and maintaining* “Film Brevard NC.”
 - e. Collaborating with *City of Brevard, Heart of Brevard, Farmer’s Market, Tourism Development Authority, Heritage Museum, Allison Deaver House (and other similar organizations)*, and Chamber of Commerce on mutually beneficial events.

2. TCarts will help Brevard diversity its economy by developing and strengthening the arts, culture, and other creative industries currently under discussion in the Economic Development and Cultural Resources categories of Brevard’s Draft Comprehensive Plan; and additionally noted in the North Carolina Jobs Plan (North Carolina Economic Development Board, December 2013) through promotion, mentorship, and clustering; but most notably by:
 - a. Continuance of the “Arts in Schools” program to introduce students to the arts and help develop the skill sets needed in an economy that expects unique perspectives and tactile initiatives to solve problems.
 - b. Foster the cooperative of ~~25~~ *28* local artists, known as “Number 7 Arts,” in running a business and making a living in art.
 - c. Showcase the work of ~~these~~ *local artists by hosting ten to twelve art exhibits a year*, the ~~65+~~ *90+* events during the weeklong “Arts and Culture Week,” the “~~Spring Tour of Homes,~~” *“Fine Arts and Crafts Showcase”* and the “~~Holiday~~ Tour of Artist Studios.”
 - d. ~~Join and serve as the City’s liaison to HandMade in America by advertising study groups and technical assistance opportunities, seeking out Peer to Peer Mentoring with another community, assessing and participating in Craft Cluster studies, and investigating the Small Town Revitalization program.~~
 - e. *TCarts will help promote art organizations and art clusters in our region. Such as: Transylvania Art Guild, Connestee Art League, Land of waterfalls Camera Club, Transylvania Handcrafters Guild, Western NC Quilters, Fiber Group and Local woodworkers.*

- f. *Provides continuing education for local artists, art organizations and art businesses.*

3. TCarts will report the results of the aforementioned efforts at Council’s Regularly Scheduled meetings in ~~September, December, March (the annual Budget Public Input Session, and one of their budget work sessions (held in either late May or early June.)~~ *October 2015 and at the March 2016 annual Budget Public Input Session.* The table below is included as guidance only:

REVENUE DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIOD
	Attendance at each Gallery Walk	(Red Wolf, Haen, & TCarts galleries)	Oct. & March Quarterly
	Overnight stays from each Gallery Walk or film events	(Sunset, Holiday Inn, & Hampton Inn)	Oct. & March Quarterly
	Payroll at each Gallery Walk (e.g. entertainment, contracting)	Total paid out at all host sites during Gallery Walk, or total paid out on contracting or hosting film events	Oct. & March Quarterly
	<i>Provide Film Update Marketing of each film event</i>	<i>Scouting Report Markets where film advertised</i>	Oct. & March Quarterly

ECONOMIC DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIOD
	Weekly sales	Number 7 arts gallery	Oct. & March Quarterly
	Number of vendors and vendor transition per week (dropped off or achieved independence)	Number 7 arts gallery	Oct. & March Quarterly
	Identify opportunities in Fiber Cluster study	Through HandMade in America	Before fourth quarter
	Participate in Wood Cluster study	Through HandMade in America	Before fourth quarter
Establish a Peer Community	Through HandMade in America	Before fourth quarter	

- 4. Brevard has budgeted \$10,000 (from General Funds and Community Development) for the TCarts efforts described above, and will distribute quarterly. ~~based upon delivery of the quarterly reports.~~
- 5. This agreement will terminate at the end of the fiscal year of June 30, 2016.

WITNESSETH

CITY OF BREVARD

TC Arts Council

 Jim Fatland, CPFO
 Interim City Manager/Finance Director

 Molly Jenkins
 TC Arts Council Board President

ATTEST:

 Desiree D. Perry, CMC, NCCMC
 City Clerk

 Tammy Hopkins
 TC Arts Council Executive Director

This instrument has been pre-audited per the Local Government Budget and Fiscal Control Act.

 Jim Fatland, CPFO
 Director of Finance

STATE OF NORTH CAROLINA
COUNTY OF TRANSYLVANIA

I, _____, a Notary Public of the Country and State aforesaid, certify that MOLLY JENKINS and TAMMY HOPKINS personally came before me this day and acknowledged that they are respectively Board Chair and Executive Director for Transylvania Community Arts Council, and that by authority duly given and as the act of this corporation, the foregoing instrument was signed by them and sealed with its corporate seal.

Witness my hand and official seal, this _____ day of _____, 2015.

My Commission Expires: _____

Notary Public

STATE OF NORTH CAROLINA
TRANSYLVANIA COUNTY

Community Development Contract with Heart of Brevard, Inc.

THIS AGREEMENT, entered into this the ____ day of _____, 2015, by and between the CITY OF BREVARD, NORTH CAROLINA, a municipal corporation organized and chartered under the laws of the State of North Carolina, hereinafter called "City of Brevard" and the HEART OF BREVARD, INC., a 501 (c) (3) tax exempt corporation organized and incorporated under the laws of the State of North Carolina, hereinafter called "HOB";

WITNESSETH

THAT, WHEREAS, the City of Brevard's Mission (i.e. its role and purpose) is to "promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture" through the provision of public goods, services, and spaces, and the HOB's Mission is "to improve the quality of life in Brevard by strengthening the downtown as a center of the community through concentrated efforts in organization, promotion, design, and economic restructuring"; and,

WHEREAS, the City of Brevard's Vision (i.e. its goal and bearing) is to be "a safe, friendly, family-oriented community with small-town charm, outdoor recreation, arts and culture that bring investment opportunities, environmental consciousness, and economic diversity", and the HOB's Vision is to "create a location that readily attracts residents, investors, property owners, and businesses by preserving our diverse economic base, revitalizing our district, enhancing our image, embracing arts and recreation, and cultivating partnerships to become the prime destination in Western North Carolina for visitors";

WHEREAS, the City of Brevard's provision of public goods, services, and spaces through public expenditures, while an essential building block of community development, is only part of the foundation necessary in achieving the Vision for this community;

WHEREAS, the City of Brevard may increase the impact of public expenditures by funding non-profits, such as the Heart of Brevard, to couple those funds with additional donations, grants, and fundraising to leverage their organized volunteer work force, and utilize their expertise to provide specific programs or services; and,

WHEREAS, by virtue of Heart of Brevard's Mission, Vision, and the services offered to the City of Brevard's City Council at its Budget Public Input Session on March 16, 2015, it is mutually beneficial for the City of Brevard to partner with Heart of Brevard in the year ahead.

NOW, TEHREFORE, it is agreed among the parties of this agreement as follows:

1. The Heart of Brevard will assist the City of Brevard in achieving the Economic Development, Housing, Cultural Resources, and Land Use categories of the Comprehensive Plan chiefly by serving as the City of Brevard’s representative member and liaison to North Carolina’s Main Street Program by fulfilling all duties of membership, but notably by:

- a. Maintaining Design, Promotions, Economic Restructuring, and Organization committees.
- b. The Executive Director’s attendance to the Annual Conference and when possible as many Board members in attendance as well.
- c. Membership participation in any of the Program’s applicable events and classes.

2. As a member and participant in the North Carolina Main Street Program, the Heart of Brevard will help the City of Brevard expand its property tax base by filling in empty buildings as part of implementing the Economic Restructuring component of the Main Street Program, but notably by:

- a. Marketing available space through the provision of postings on HOB’s and the City of Brevard’s websites, and when possible scheduling direct showings.
- b. Target marketing through use of the City of Brevard’s Retail Market Analysis and Strategy study (Arnett Muldrow, March 2014).
- c. Façade grants to incentivize new tenants.
- d. Researching how to create a Building Rehabilitation Loan Program to create available space or adapt existing space to meet current fire and building codes.

3. As a member and participant in the North Carolina Main Street Program, the Heart of Brevard will help the City of Brevard diversify its revenue base by expanding the sales tax base as part of implementing the Promotions component of the Main Street Program, but notably by:

- a. Organizing and Hosting at least three Special Events. Past examples being the White Squirrel Festive, July 4th Festival, Halloweenfest, and Twilight Tour, but recognizing Heart of Brevard needs latitude and room for change on the scope, number, and type of events to balance festivals with economic efforts.
- b. Collaborating (e.g. meeting, planning, advertising, participation, combining mutual events, etc.) with TCarts on “4th Friday Gallery Walk”.
- c. Collaborating with the Chamber to market downtown through TDA.

4. The City of Brevard has budgeted \$148,000 for HOB's efforts described in the Service Agreement for the Heart of Brevard Service District, dated _____, 2015.

- a. ~~This includes the sum of \$120,700 (expected from tax receipts within the Municipal Service District as per the terms of Section 6 of the Service Agreement for the Heart of Brevard, dated _____, 2015) which will be distributed in equal monthly installments, based upon receipts received and not to exceed \$120,700, which will be paid in full by the end of the City of Brevard's fiscal year.~~
- b. ~~This also includes the sum of \$27,300 (which includes \$9,715 from the Municipal Service District Fund, Fund Balance, \$15,000 City of Brevard General Fund, and \$2,585 anticipated in FY 2015 Sales Tax receipts exceeding projections) pursuant to the terms of Section 7 of the Service Agreement for the Heart of Brevard Service District, dated _____, 2015, which will be distributed quarterly based upon delivery of the quarterly reports required by Section 5 hereof, and paid in full by the end of the City of Brevard's fiscal year.~~

5. ~~Notwithstanding the reference to \$9,715 and the quarterly distribution schedule from the Municipal Service District Fund Balance contained in Section 4b above, the actual Municipal Service District Fund, Fund Balance then remaining, will be distributed to the Heart of Brevard in equal monthly installments beginning as soon as practicable following the confirmation of taxes collected for the Municipal Service District, and to be paid in full by the end of the City of Brevard's fiscal year.~~

6. *Heart of Brevard will report the results of the aforementioned efforts at Council's October 2015 and at the March 2016 annual Budget Public Input Session. The table below is included as guidance only:* ~~In exchange for the additional funds received pursuant to Section 4b above, Heart of Brevard will report the results of the aforementioned efforts at the Brevard City Council's Regularly Scheduled meetings in October and March (the annual "Budget Public Input Session"). One of these reports shall serve for presentation of the Annual Report required by Section 5 of the Service Agreement for the Heart of Brevard Service District, dated _____, 2015, which annual Report is otherwise required to be presented in October of each year.~~

REVENUE DIVERSITY	DATA	COLLECTION POINTS	REPORT PERIODS
	Vendors at events	Each special events	<i>Oct. & March Quarterly</i>
	Overnight stays	(Sunset, Holiday Inn, Hampton Inn)	<i>Oct. & March Quarterly</i>
	Event attendance	Each special events	<i>Oct. & March Quarterly</i>
	Profit/loss of event	Each special events	<i>Oct. & March Quarterly</i>
ECONOMIC DIVERSITY	Store occupancy/vacancy	All store fronts	<i>Oct. & March Quarterly</i>
	Office occupancy/vacancy	All offices	<i>Oct. & March Quarterly</i>
	Residential occupancy/vacancy	All residences	<i>Oct. & March Quarterly</i>
	Space creation or improvements	Value and number of building rehabilitation loans	<i>Oct. & March Quarterly</i>
	Space improvements	Value and number of facade grants	<i>Oct. & March Quarterly</i>

7. *Brevard has budgeted \$30,000 plus and additional \$2,000 for fireworks for the Heart of Brevard efforts described above, and will distribute quarterly. The Table in Exhibit A is included as guidance only, recognizing some data points may not be attainable or valid, in which case, these metrics may be altered or adapted as reasonably necessary, by the consent of the parties.*

8. This agreement will terminate at the end of the fiscal year on June 30, 2016.

WITNESSETH

CITY OF BREVARD

HEART OF BREVARD, INC.

James R. Fatland
Interim City Manager

Richard Coadwell
President

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

Heath Seymore
Executive Director

This instrument has been pre-audited per the Local Government Budget and Fiscal Control Act.

James R. Fatland, CPFO
Interim City Manager/Director of Finance

STATE OF NORTH CAROLINA
COUNTY OF TRANSYLVANIA

I, _____, a Notary Public of the County and State aforesaid, certify that **RICHARD COADWELL** and **HEATH SEYMORE**, personally came before me this day and acknowledged that they are respectively President and Executive Director for THE HEART OF BREVARD, INC., and that by authority duly given and as the act of this corporation, the foregoing instrument was signed by them and sealed with its corporate seal.

Witness my hand and notarial seal, this the _____ day of _____, 2015.

My Commission Expires: _____

Notary Public

STAFF REPORT – August 17, 2015, Council Meeting

Date: July 27, 2015

Title: Amend City Council 2015 Meeting Schedule

Prepared by: Desiree Perry, City Clerk

Approved by: Jim Fatland, Interim City Manager

Executive Summary: Council will consider amending their 2015 Meeting Schedule.

Background: In keeping with Council Rules of Procedure, the 2015 Council Meeting Schedule was adopted on December 15, 2014.

Discussion: Interim City Manager has requested the following Work Sessions be cancelled:

Thursday, September 3, 2015

Thursday, October 8, 2015

Thursday, October 29, 2015

Thursday, December 10, 2015

Fiscal Impact: None

Policy Analysis: City Policy required adoption of the 2015 Meeting Schedule.

Staff Recommendation: Staff recommends Council take action by motion to amend their 2015 Meeting Schedule by cancelling the September 3rd, October 8th, October 29th and December 10th, 2015, Work Sessions.

Brevard
Alcoholic Beverage Control Board

FY2015 – 2016 Proposed Budget

Board Members

Tracey Love, Chairperson

Cameron Austin

Leroy Cowan

Brian Phillips

General Manager

Mark Balding

Brevard

Alcoholic Beverage Control Board

Mark R. Balding

Budget Statement

General Manager

May 25th, 2015

Dear City and County Residents,

The annual budget for the upcoming fiscal year (July 1, 2015 through June 30, 2016) has been prepared in accordance with North Carolina General Statute 18B-702 "Financial operations of local boards". Budget preparation and implementation are critical to any organization. This process is not only for estimating revenues and expenses, but also for prioritizing the needs of the Brevard ABC Board so we can continue our mission to effectively control the sale of alcoholic beverages while maximizing the financial contribution that we make to the community throughout the year. As you will see, this budget accomplishes those goals.

FY2015-16 Budget Overview

Revenue and Income

The budget reflects revenue from the sale of spirituous liquor and wine to be \$3,070,428. Since the opening of a second retail store on June 1, 2013, the Brevard Board did see an increase in operating revenue of 11.6% from 7/1/13 through 6/30/14. Determining exactly how much of this revenue increase can be attributed to the 2nd retail outlet is really difficult as sales were up again across the State and our Downtown store probably accounted for some of this increase. As we close in on the end of fiscal year 2015, our projected increase of 5.5% revenue in this past years budget was never realized. Sales have essentially been flat with only about a 1.5% increase in revenue. Several factors that should be considered, although not validated, could be the addition of a new ABC Store in Cashiers in June of 2014 and also the extreme boom in the craft beer industry, especially in the Western North Carolina region. As North Carolina sales of spirituous liquor continue to be up year over year, we are proposing a slight increase in revenue in this proposed budget. However, the Board is making a much more conservative projection of a 1.5% increase in revenue in the FY2015/16 budget.

Profit Distributions

The Brevard ABC Board has budgeted \$154,055 to go to the City of Brevard's general fund and \$51,352 to the County's general fund. As the Brevard ABC Board continues to want to take a more active role in our community in the way of alcohol education with the main focus on the prevention

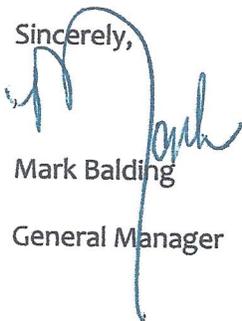
of underage drinking, this budget reflects the allowable 5% of profit that the appointing authority authorizes the Board to spend. This money may or may not be expended as the Board is currently reviewing optional alcohol education programs and activities at the present time. \$11,500.00 is budgeted for State required law enforcement services provided through A.L.E.

Human Resources / Employee Compensation

The Brevard ABC Board operates two retail outlets and employees 11 people (4 full-time and 7 part-time employees). The Board is made up of (5) City appointed members. Additional employee compensation in the upcoming budget is based on a "Pay for Performance" only basis and reflects additional funds for this new employee evaluation system. Traditional Christmas bonus' and longevity bonus's for full time employees have been eliminated going forward.

This outlines our proposed budget. The Board and Staff of the Brevard ABC Board appreciate the opportunity to serve the City of Brevard and Transylvania County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Balding", is written over the typed name and title.

Mark Balding

General Manager

BREVARD ABC BOARD

Proposed FY2015 - FY2016 Budget

	Budget
Estimated Revenues:	
Retail Sales	\$ 3,070,928
Other Income	\$ 500
Total Revenue	\$ 3,071,428
Appropriations:	
Taxes Based on Revenue	\$ 706,428
Cost of Goods Sold:	\$ 1,566,428
Operating Expenses	
Wages	\$ 270,000
Board Member Per Diem	\$ 11,250
Employer Payroll Tax	\$ 22,500
Retirement	\$ 14,250
Unemployment Tax	\$ 5,500
Rent/Lease	\$ 53,250
Business Insurance	\$ 69,500
Repairs & Maintenance Agreements	\$ 16,000
Utilities / Phone / Internet	\$ 20,000
Store and Office Supplies	\$ 13,000
Legal and Audit	\$ 17,000
Travel / Education	\$ 1,750
Dues and Subscriptions	\$ 1,750
Bank and Credit Card Charges	\$ 34,500
Miscellaneous / Contingency	\$ 20,000
Total Operating Expense	\$ 570,250
Total Estimated Expenses	\$ 2,843,106
Profit	\$ 228,322
Profit Distributions	
Law Enforcement	\$ 11,500
Alcohol Education	\$ 11,416
Adjusted Profit	\$ 205,406
City of Brevard (75%)	\$ 154,055
Transylvania County (25%)	\$ 51,352
Total:	\$ 228,322
Total Expense, Distribution & Reserve	\$ 3,071,428

Annual Proposed Budget

Brevard ABC Board

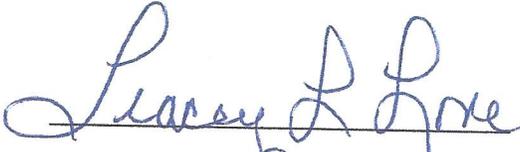
Brevard, North Carolina

WHEREAS, the proposed budget for FY2015-2016 was submitted to the Brevard ABC Board on May 27th, 2015 by the General Manager and filed with the City Clerk of Brevard and the N.C. ABC Commission on May 29th, 2015;

WHEREAS, on June 24, 2015, the Brevard ABC Board held a public hearing on the budget pursuant to G.S. 18B-702 ;

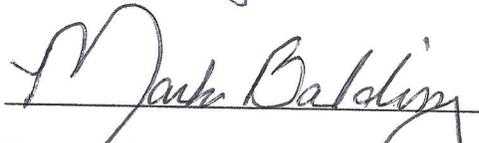
WHEREAS, on June 24th, 2015, the Brevard ABC Board adopted a budget making appropriations in such sums as the Board considers sufficient and proper in accordance with G.S. 18B-702;

Budget Adopted on June 24th, 2015.



Lacey A. Love

Brevard ABC Board Chairperson



Mark Baldwin

Brevard ABC G.M. / Budget Officer

Let's Talk About

TRANSYLVANIA 2025 Comprehensive Plan

... NATIVE PLANTS & OUR NATURAL AREAS ...

Today, in 2015, we glory in the woods and waters of Transylvania,, the spring ephemerals, the views from the Parkway, the fall asters ...

Looking again, we see that our natural areas are different than 2005: invasive species have taken over more areas; we worry that our pollinators, migrators and year 'round fauna populations are fewer. We need to strengthen our policies and practices to maintain the natural beauty we all treasure here.

These pages are an invitation to discussion. Please share, add your ideas and contribute to the 2025 Comprehensive Plan - a vision statement for our Transylvania County.



Our KNOWLEDGE increases:

NATIVE PLANTS require less water, fertilizer or pesticides.

Native plants need corridors between large natural areas - ecosystem paths to their future; support for pollinators, other insects and birds.

Natives planted together are healthier. We can do this in ways that let us to enjoy our old favorites too!

NATIVE PLANTS AND POLLINATORS DEVELOPED SYMBIOTIC WAYS TO LIVE TOGETHER, OVER MILLENIA. NATIVES PROVIDE SPECIAL NUTRITION AND OFTEN HOUSE SPECIFIC SPECIES; POLLINATORS MOVE POLLEN FROM ONE PLANT TO ANOTHER, AND SO NEW PLANTS GROW.

Invasive plants are opportunistic, planted long ago or now through lack of knowledge. Animals spread seed, especially birds! Invasives have no natural enemies here, so take over or push out natives. They seldom provide adequate nutrition for pollinators or birds.,

Pesticides/herbicides use can be limited, targeted to large areas. Chemicals don't discriminate between native & invasive. They poison pollinators and accumulate up the food chain. Chemicals harm humans, too, through sloppy use and in our food chain. Scientists are working with producers and sellers for better options.

The effects of Climate Change can encourage invasives, as ground and seasonal temperatures increase.

Today's TOOLS:

**AN INVENTORY OF THE NATURAL AREAS OF
TRANSYLVANIA COUNTY, NORTH CAROLINA,
Edward Schwartzman, Inventory Biologist;
Department of Environment and Natural
Resources, Office of Natural Resource Planning
and Conservation, North Carolina Natural Heritage
Program, April 2008**

PLANT NATIVES FIRST: 2014 PROCLAMATIONS from Transylvania, Rosman and Brevard governments, displayed at county and city building/development offices, and at realtors. Others are invited to display this evidence of our land ethic.

County Extension's "LANDSCAPING WITH NATIVE PLANTS: Blue Ridge Mountains" and "Non Native INVASIVE Plants of Western North Carolina". Local land professionals like to plant natives and take out invasives!

The Green Growth Toolbox, an NC Wildlife process to help communities develop economically while securing natural resources and wildlife: [.ncwildlife.org/greengrowth](http://ncwildlife.org/greengrowth)

Master gardeners answer all @ the Brevard Farmers' Market, two Saturdays a month. Coming up: special Native Plant days!

WHERE TO GET Native Plants? Nurseries listed by the NC Native Plant Society, on-line. Soon, local growers will produce for local use!

Now and Future DISCUSSION:

INVESTIGATE 'LEAST TOXIC INTEGRATED PEST MANAGEMENT POLICIES', PER CARRBORO NC AND IN PARIS AT THE LUXEMBOURG GARDENS. (HOT WATER WEED CONTROL - WAIPUNA STEAM GENERATOR, A SECRET WEAPON!)
[HTTP://WWW.TOWNOFCARRBORO.ORG/140/LEAST-TOXIC-INTEGRATED-PEST-MANAGEMENT-I](http://www.townofcarrboro.org/140/LEAST-TOXIC-INTEGRATED-PEST-MANAGEMENT-I)

Require public plantings to be natives, when situationally possible, such as in Mecklenburg County.

Recommend native plants for hedgerows, industrial and parking lot buffers and corridor rain gardens.

Provide periodic workshops on invasive eradication, best natives for shade, Arbor Day specimen tree groups. Sponsor "bioblitzes" in various ecosystems in the county, our naturalized and helpful White Squirrel leads the way, educating and awarding prizes, in person and as puppets.

Expand incentives for conservation easements for industrial, farm, woods and home, through land conservancy and funding foundations.

Connect native plant corridors, from public space to public place, along hi-ways, roads and streets, in towns, industrial areas, farms and homes. Doug Tallamay says even small spaces help, like native plants under downtown trees.

In our landscapes (homes/business/town), the 1 - 1 rule keeps a balance of natives for their ecosystem as well as pollinators, birds and others. "For every non-native ornamental or exotic, plant a true native of the area, 1 for 1 rule."



The City of Brevard North Carolina

CONSENT AGENDA ITEM – Correspondence, No Action Required

August 17, 2015

Title: Bike / Hike Path Research Project
To: Brevard City Council
Parks, Trails & Recreation Committee
Speaker: Joshua S. Freeman, AICP, CFM
Prepared by: Joshua S. Freeman, AICP, CFM
Approved by: Jim Fatland, Interim City Manager / Finance Director

NOTE TO READER: The purpose of this memorandum is to inform City Council and the Parks, Trails & Recreation Committee of an impending research project. No action is required.

Introduction

The City of Brevard's Bike / Hike Path system has been selected for inclusion in a long-term research initiative to understand the economic impact of Shared Use Paths (SUPs). The project will entail studying four trails: Brevard Bike / Hike Path (Brevard), American Tobacco Trail (Durham), Little Sugar Creek Greenway (Charlotte), and Duck Trail (Duck).

Brevard was selected for participation in the project after an initial assessment of user counts data, features and characteristics of the bike / hike path demonstrated that it met the following criteria:

- The path is of state or regional significance. (Defined as trails of approximately five 5 miles of ADA-accessible surface, such as asphalt, and those which have greater ability to draw in visitors)
- There exists good opportunity to capture economic revenue. (i.e. has commercial land uses adjacent or nearby)
- The path is unlikely to be impacted by new trail construction, significant maintenance, or be subject to detouring due to intersecting road projects within the project period.
- The path is relatively 'established'. New trails that have been constructed within the last five years may not be as well established within the community to reap all the economic benefits that may occur from future development on and near the trail. Trails where much of the land use adjacent to and around the trail is already developed, or where no significant new development is expected within the project timeframe, were prioritized.
- The path demonstrates a transportation function. Loop paths that clearly do not serve a transportation function were not considered. Paved trails were prioritized, given that NCDOT will only assist in funding future trails that are paved. Hard-packed crush gravel paths, or paths of other surface material that are ADA-accessible were considered. Single-track hiking trails are outside the scope and definition of a Shared Use Path.

- Brevard contributed to good geographic dispersion of study communities across the state.
- Brevard contributed to a good mix between urban (defined as being within an MPO) and rural (defined as being within an RPO) study communities.

Brevard’s selection for participation in this study is yet another testament to Brevard’s success as a pedestrian and bicycle-friendly community and a destination for outdoor recreation.

This research project is funded by the North Carolina Department of Transportation (NCDOT) and will be executed by the Institute for Transportation Research and Education at North Carolina State University (ITRE) with consultant support provided by Alta Planning+Design.

Objectives of Research Project

The objectives of the project are as follows:

- Design a methodology that can be consistently used and replicated to evaluate the economic contribution of a given SUP
- Apply the methodology by conducting case studies in selected communities

It is expected that outcomes and products from this research can:

- Help NCDOT to establish standard methods for regularly conducting economic analyses of trails across the state
- Educate decision-makers and partners in the economic benefits of SUPs and engage them in dialogue about continued investment in non-motorized transportation facilities
- Aid in potentially using the findings to establish economic metrics or objectives when forecasting benefits and prioritizing future transportation projects

Project Schedule

The Brevard bike / hike path will be to be studied longitudinally to test whether the methodology applied is consistent in explaining the economic contribution of the path over time. This means that the research team anticipates collecting and analyzing data at three intervals between September 2015 and February 2018. Key benchmark target months of the project include:

- Year 1 data collection – October 2015
- Year 1 draft interim findings brief – June 2016
- Year 2 data collection – May 2016
- Year 2 draft interim findings brief – January 2017
- Year 3 data collection – May 2017
- Year 3 draft interim findings brief – January 2018
- Project Summary Report (brochure-style) and Full Report – February 2018

Brevard has also been recommended for inclusion in a larger, 10 year study, but this has not yet been approved by NCDOT.

Methodology Summary

Primary data sources will be built from conducting intercept surveys and counting bike / hike path users. The research team will coordinate each field data collection time period with the City to ensure these time periods will be representative of typical path use (i.e. avoiding any known races, festivals or other unique local events that may alter trail use).

ITRE will install a continuous count station to collect bicycle and pedestrian volume data in September, 2015. The equipment, which will be provided by NCDOT, will be installed by City forces with ITRE assistance. In addition to providing data for the research project, the data gathered via the count station will be entered into NCDOT's Non-Motorized Volume Data Program (NMVDP) for the state. While this program has not yet been rolled out in your region, NCDOT has purchased additional equipment to be installed on SUPs in conjunction with this research project. For more background on NCDOT's Non-Motorized Volume Data Program, please view an informational webinar at: <https://itre.adobeconnect.com/a1164530742/p8op3ttm45p/?launcher=false&fcsContent=true&pbMode=normal>.

In return for the City's participation in this research and inclusion in the counts program:

- ITRE will share all interim findings briefs, and the summary and full reports with the City as outcomes from this research.
- The City will receive equipment to permanently count trail users on the bike / hike path.
- ITRE will share quarterly interim volume data, and annual volume data and summary statistics reports, which has been validated and checked for quality control/quality assurance (via incorporation into the NMVDP).

Unfinished Business

New Business

STAFF REPORT – August 17, 2015, Council Meeting

Date: July 2, 2015

Title: Voluntary Petition Requesting Contiguous Annexation by Pisgah Forest
Outdoors, LLC

Prepared by: Desiree Perry, City Clerk

Approved by: Jim Fatland, Interim Manager

Executive Summary: A Petition Requesting Voluntary Contiguous Annexation was submitted by Pisgah Forest Outdoors, LLC, on June 15, 2015, by Mr. Sam Salman and Ms. Jordan Salman, Member Managers. Applicants Agent is Mr. Paul Wilander. Petition requests the property located on US Highway #276, at a newly established address of 11 Mama’s Place, Suite A and Suite B, Pisgah Forest, NC, 28768, (Tract D Revised), consisting of 1.94 acres, be annexed into the City of Brevard. (Tax Property Identification Number: 8597-45-4982)

Background: None

Discussion: In keeping with NCGS 160A-319(c), City Council is asked to direct the City Clerk to Investigate the Sufficiency of the Petition.

Fiscal Impact: None

Policy Analysis: In keeping with the City’s annexation procedures, the applicant has submitted a Petition, a metes and bounds description of the property, and an annexation plat.

Staff Recommendation: Staff recommends item be placed upon the Agenda, and that Council adopt the drafted Resolution directing the City Clerk to Investigate the Sufficiency of the submitted annexation Petition.

RESOLUTION NO. 2015-_____

**A RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE
THE SUFFICIENCY OF A PETITION FOR AN ANNEXATION PURSUANT TO
NCGS 160A-31, AS AMENDED**

WHEREAS, a petition was received on June 15, 2015, requesting the annexation of a contiguous area described in said Petition as the Pisgah Forest Outdoors, LLC, property (Tract D Revised), Transylvania County Property Identification Number 8597-45-4982 and located on U.S. Highway #276 at 11 Mama's Place, Pisgah Forest, NC, 28768.

Metes and Bounds Property Description:

LEGAL DESCRIPTION. Being all of Tract D (Revised) as shown on Plat File 16, Slide 396 and beginning on a 5/8 inch found rebar, the southwest property corner of Lot 2 of the Forest Gate Shopping Center as recorded in Plat File 4, Slide 410 in the Transylvania County Registry.

THENCE South 20 degrees 36 minutes 22 seconds West for a total distance of 50.35 feet (passing a 5/8 inch set rebar, 0.3 feet above grade, at 20.29 feet in the northern margin of the 60 foot right of way of U.S. Highway #276) to an unmarked point in the centerline of U.S. Highway 276;

THENCE North 73 degrees 04 minutes 53 seconds West for a distance of 212.31 feet along the centerline of U.S. Highway 276 to an unmarked point in the centerline of U.S. Highway 276, the southeast corner of Big Inc. as recorded in Document Book 591, Page 491 of the Transylvania County Registry and further shown on Plat File 7, Slide 369;

THENCE following the property line of Big Inc., paralleling more or less an existing barbed wire fence North 14 degrees 47 minutes 53 seconds East for a total distance of 181.70 feet (passing a set 5/8 inch rebar, 0.6 feet above grade, at 30.02 feet in the northern margin of the 60 foot right of way of U.S. Highway #276) to a leaning found concrete monument 0.4 feet above grade at the base of a wooden fence post at the angle point of the barbed wire fence;

THENCE following the property line of Big Inc. North 42 degrees 07 minutes 20 seconds East for a distance of 273.48 feet, paralleling more or less the barbed wire fence to a 1 inch found iron pipe 3.0 feet above grade, a corner of Marvin L. Scott and others as recorded in Document Book 107, Page 197 of the Transylvania County Registry and further shown on Plat File 7, Slide 369;

THENCE a new line South 69 degrees 23 minutes 38 seconds East for a total distance of 129.95 feet (passing a 5/8 inch set rebar, set at grade, at 99.96 feet in the western margin of a 30 foot wide right of way) to a set 5/8 inch rebar, 0.4 feet above grade, in the line of the Forest Gate Shopping Center as shown on Plat File 4, Slide 410;

THENCE with the line of the Forest Gate Shopping Center South 20 degrees 36 minutes 22 seconds West for a distance of 371.19 feet to a 5/8 inch found rebar the point and place of beginning.

Together with and subject to covenants, easements, and restrictions of record.

Said property contains 1.94 acres more or less.

WHEREAS, said Petition has been received by the City Council of the City of Brevard, North Carolina; and

WHEREAS, NCGS 160A-31, as amended, provides that the sufficiency of the Petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Brevard deems it advisable to proceed in response to this request for annexation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA:

Section 1. The City Clerk is hereby directed to investigate the sufficiency of the above described Petition and to certify as soon as possible to the City Council the result of her investigation.

Section 2. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the _____ day of _____, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk



The City of
Brevard
North Carolina

NEW BUSINESS STAFF REPORT

August 17, 2015

Title: Update on Water & Wastewater Treatment Plants Operations & Maintenance

Speakers: Mac Morrow, Mayor Pro Tempore, Chairman Public Works & Utilities Committee
Maurice Jones, Council Member, Vice Chairman Public Works & Utilities Committee

Prepared by: Jim Fatland, Interim City Manager / Finance Director

Approved by: The Public Works & Utilities Committee met on August 4, 2015 and approved a recommendation to the City Council as shown below. The Public Works Committee consists of the following:

Mac Morrow, Chairman
Maurice Jones, Vice Chairman
Jimmy Harris, Mayor (Ex Officio)
Clay Sykes, P.E., Citizen Appointment
Jim Fatland, Interim City Manager / Finance Director
Emory Owen, WWTP ORC
Dennis Richardson, WTP ORC
David Lutz, Public Works Director

Background: The City Council on September 15, 2014 authorized a loan application for a \$9.0 Million WWTP Rehab Project. NCDENR offered a 20-year no interest loan for this project subject to Engineering Report submittal by May 01, 2015. The project scope consisted of an extended aeration/activated sludge process. The current WWTP design is Rotating Biological Contractors (RBCs).

Interim City Manager Jim Fatland in a letter dated April 8, 2015 requested a time extension for the engineering report submittal to September 1, 2015 to allow time to evaluate options. NCDENR in letter dated May 7, 2015 approved the time extension.

The Public Works & Utilities Committee met on April 7, 2015 to discuss the scope of the project with Committee Members and Engineering Consultants. Brown Consultants was retained to evaluate WWTP options.

The Public Works & Utilities Committee met on May 11, 2015. Interim Manager Fatland recommended reducing the scope for Brown Consultants to review 1) operation and maintenance optimization at the WWTP, 2) Oskar Blues Pretreatment Ordinance and 3) the existing settlement agreement with NCDENR for the WWTP. Interim Manager Fatland reported that Ray McCall was retained to evaluate operation and maintenance at the WTP. In summary, staff recommended that the WWTP and WTP be evaluated for operation and maintenance and further that all capital improvement projects be deferred until review was complete.

Discussion: The Public Works & Utilities Committee met on August 4, 2015 to hear feedback from staff and engineering consultants on the WTP and WWTP.

Water Treatment Plant

Ray McCall and Dennis Richardson WTP ORC presented a punch list of maintenance items needing attention at the WTP. Please see attached report. The total cost of maintenance items is summarized as follows:

Total Cost Estimate	\$172,666
Less: FY16 Budgeted Items	<u>-47,500</u>
Additional Funds Needed	\$125,166

Jim Fatland reported for the year ended June 30, 2015, the WTP was under budget by \$250,000. Hence, the Utility Fund Balance would increase by \$250,000. In addition, it was reported that the WTP has \$416,114 in the Capital Reserve Fund.

Ray McCall in his presentation stated that the WTP has the capacity to serve Brevard for the next 20-years.

Wastewater Treatment Plant

Harlow Brown, Brown Consultants and Emory Owen WWTP ORC presented a punch list of operation and maintenance items needing attention at the WWTP. The total cost of operation and maintenance items is summarized below.

Total Cost Estimate	\$515,345
Less: FY16 Budgeted Items	<u>-225,000</u>
Additional Funds Needed	\$290,345

Jim Fatland reported for the year ended June 30, 2015, the WWTP was under budget by \$146,429. In addition, it was reported that the WWTP has \$396,609 in the Capital Reserve Fund.

Resolution Withdrawing Application for \$9.0 Million No Interest Loan _____

The Public Works and Utilities Committee unanimously approved the recommendation to withdraw application for the \$9.0 Million No Interest Loan for an extended aeration/activated sludge process at the WWTP.

Recommendation:

- (1) Approve Resolution Withdrawing Application for \$9.0 Million No Interest Loan for WWTP Rehab Project
- (2) Approve Budget Ordinance Amendment for Water & Sewer Fund and Capital Reserve Fund

Transfer from Capital Reserve Fund (Water Plant)	\$125,000
Transfer from Capital Reserve Fund (WWTP)	<u>\$300,000</u>
Total Transfer from Capital Reserve Fund to Water & Sewer Fund	\$425,000

Fiscal Impact: Investing in the WWTP through improved operation & maintenance will save the City significant monies on capital improvements. Not accepting the annual loan for the WWTP Rehab Project will save the City \$450,000. This would equate to a savings of \$9.30 per customer or \$111.60 per year.

Investing in the WTP through improved operation & maintenance will save the City significant monies on capital improvements. The proposed \$40 million for a new water plant and intake planned for the near future can be removed from the capital improvement plan. The proposed finance cost for a \$40 million new water plant and intake would have exceeded the affordability for many of the city's utility customers.

Funds are available in the Capital Reserve Fund for small capital improvements necessary to improve the operation and maintenance at both the WTP and WWTP.

City of Brevard Water Treatment Plant Project Guide

<u>Status</u>	<u>Project</u>	<u>Who</u>	<u>Contractor</u>
Complete	RPZ Replacement	Wayne/Brett	
Complete	Pipe Gallery Painting	Ray/Dennis	CMT
Complete	Paint Fin Water Pumps	Ray/Dennis	CMT
Complete	Upgrade Plant Metering	Wayne/Brett	Car. Spec.
Complete	Replace Bulk Chem. Lines	Wayne/Brett	
*Est. Rec'd	Repair Sed. Basin Walls	Ray/Dennis	PureJet
*Est. Rec'd	Blast/Paint Filter Gallery Wall	Ray/Dennis	PureJet
*Est. Rec'd	Re-Joint Outside Blocks/Seal	Ray/Dennis	Car. Spec
*Est. Rec'd	Repair and Paint Control Bld.	Ray/Dennis	Car. Spec
*Est. Rec'd	Replace Acoustical Ceilings	Ray/Dennis	Car. Spec
*Est. Rec'd	Replace Lighting in Main Bld.	Ray/Dennis	Car. Spec
*Est. Rec'd	Replace Glass Storefront	Ray/Dennis	Car. Spec
*Est. Rec'd	Replace Damaged Doors	Ray/Dennis	Car. Spec
*Est. Rec'd	Re-roof Fin. Water Bldg.	Ray/Dennis	Car. Spec
*Est. Rec'd	Paint inside Fin. Bldg.	Ray/Dennis	Car. Spec
*Est. Rec'd	Re-Roof Raw Bldg.	Ray/Dennis	Car. Spec

Project Guide Continued
Page 2

*Est. Rec'd	Paint inside Raw Bldg.	Ray/Dennis	Car. Spec
*Est. Rec'd	New Doors Bicarb/Paint	Ray/Dennis	Car. Spec
*Est. Rec'd	New lighting/Sludge Bldg.	Ray/Dennis	Car. Spec
*Est. Rec'd	New lighting/Fin. Bldg.	Ray/Dennis	Car. Spec.
*Est. Rec'd	New lighting Raw Bldg.	Ray/Dennis	Car. Spec.
*Est. Rec'd	New 24X30 Shop Bldg.	Dennis	Morton
_____	Intake Screen Compressor	Wayne/Brett	
Await Est.	Replace Backwash Pump	Ray	Heyward
_____	Replace Digital Filter Controls	Troy Dyer	
_____	SCADA Chemical Feed	Ray/Wayne	Instralogic
_____	SCADA Raw Water	Ray/Wayne	

\$151,957.00	Carolina Specialties Proposal
-18,855.00	Deduction Outside Basin Wall
<u>-4200.00</u>	Deduction Filter Wall
\$128,902.00	
+5985.00	PureJet Est.-Basin Wall
<u>+2280.00</u>	PureJet Est.-Filter Gallery Wall
\$137,167.00	
<u>35,499.00</u>	Morton Storage and Workshop
\$172,666.00	Total Projects Proposed <i>2/1/30</i>
<i>- 47,500</i>	<i>in FY16 Budget</i>

Note: Projects with * are included in current above cost estimates.

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2015-2016**

EXPENDITURES

8120 Water Treatment Facility

Budgeted Amount

FY 15-16 Salaries	Over Time	FICA	Retirement	Group Insurance
221,030	5,000	17,291	15,980	55,421

**Increase: 2% Merit*

Budgeted Amount \$ 314,722

8120.1000 Training

Operator Schools, Exam Fees, Professional Development

Budgeted Amount \$ 2,400

8120.1100 Telephone

Land Line, Mobile Phones, Internet includes speed upgrade

Budgeted Amount \$ 8,700

8120.1300 Utilities

Electricity	69,000
Standby Generator Fuel	1,000

Budgeted Amount \$ 70,000

8120.1400 Travel

Lodging, Per Diem, School and Conferences

Budgeted Amount \$ 2,000

8120.1500 Maintenance and Repair - Buildings and Grounds

Miscellaneous Materials, Flooring, Roofing, Walls, Doors, Windows	1,500
Perishable Tools and Materials	1,000
Replace Fluorescent Lighting in Operations Building	6,000
Replace Glass in Operations Building Lobby & Repair Leaking Wall	7,500
Contract Labor (includes repair wall and ceiling water damage)	34,000

47,500

Budgeted Amount \$ 50,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2015-2016**

EXPENDITURES

8120 Water Treatment Facility

8120.3600 Uniforms

Protective Clothing, Safety Shoes, Uniforms

Budgeted Amount \$ 2,800

8120.5300 Dues and Subscriptions

Association Fees	400
Operator and Facility License Fees	450
Special Use Permit for Cathy's Creek Intake	150

Budgeted Amount \$ 1,000

8120.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 13,200

8120.7200 Capital Outlay - Buildings

Paint Piping Gallery

Budgeted Amount \$ 45,000

8120.7400 Capital Outlay - Equipment

Replace Intake Screen Air Compressor	7,500
Replace Digital Controllers in Control Panel	7,500
Replace Backwash Pump (Provide Redundancy for Filter Backwash)	35,000
SCADA for Chemical Feed Pumps	16,000
SCADA for Raw Water Pumping Controls	25,000
Upgrade Plant Metering	30,000

Budgeted Amount \$ 121,000

8120 – Water Treatment Facility Departmental TOTAL \$ 894,422

Memorandum

Date: July 9, 2015

To: Mr. Jim Fatland, City Manager

From: Dennis Richardson, Superintendent Water Treatment Facility *DR*
Ray McCall, Consultant for the City of Brevard *RM*

Subject: Contract Estimates for Maintenance Improvement-Brevard WTP

Please find attached cost estimates for maintenance improvements for the Brevard Water Treatment Facility as presented by Carolina Specialties Construction, LLC.

As you may know the Brevard Water Plant was first constructed around 1980 and has had no main building repairs or rehabilitation since that time. Due to age, normal wear and a problem with the main facility roof (which has recently been repaired), has left this facility in a poor state of repair.

Also attached to this proposal are pictures of the current condition of the facilities which visually depicts the need. There are a few of the projects proposed that could be delayed, however each and every item listed truly needs to be completed now to place this facility back to an acceptable condition.

We would be happy to meet with you concerning this request for approval to proceed and cordially invite Mayor Harris and the honorable Council Members to visit and see firsthand the severity of this need.

With your approval we will proceed and estimate that the entire project would take approximately 3 months to complete. Should you have questions or need further information, please feel free to contact us.

Thank you for your consideration and guidance in these much needed projects at the Brevard Water Treatment Facility.

Proposal/Contract

**To: Brevard Water Treatment Plant
City of Brevard
95 W Main Street
Brevard, NC 28712**

Carolina Specialties Construction, LLC (Contractor) proposes to furnish the necessary supervision, labor, materials, tools and equipment as necessary to perform the following work at the Brevard Water Treatment Plant at 1161 Catheys Creek Rd, Brevard, NC 28712

- Remove enough existing mortar to repoint with new mortar where the existing fluted block meets the existing cast in place concrete beams. Pressure wash and coat fluted block at exterior of 3 sides and attached out building with Carlisle Clear penetrating sealer. \$10,940.00
- Paint interior of main building as discussed with Dennis Richardson and Ray McCall. \$21,473.00
- Replace acoustical ceiling in main building with new grid and new 2'X 2' tegular tiles. \$9,524.00
- Replace lighting in acoustical ceiling and add wall pack lighting in foyer. \$10,699.00
- Replace storefront frames and glass in foyer of main building. Price includes construction of a temporary wall. \$20,371.00
- Replace existing hollow metal doors, frames, and hardware with new galvanized hollow metal doors and frames at 1ea 6'0" X 9'0" opening at overhead crane, 1ea 3'0" X 7'0" opening next to over head crane and 1ea 6'0" X 7'0" opening in chemical room. \$6,245.00
- Repair exterior of basin wall facing parking area and short turn back wall by chipping off existing loose material, pressure washing, leveling the low spots, and applying a new coating of Thoroseal. \$18,855.00
- Re-roof the finish water building. \$12,358.00
- Paint interior of the finish water building. \$10,949.00
- Re-roof the raw water building. \$5,197.00
- Paint the interior of the raw water building. \$4,748.00
- Install new galvanized doors in existing frame of soda storage. \$1,718.00
- Install new lighting in Sludge building. \$4,818.00
- Install new lighting in Finish water building \$7,080.00
- Install new lighting in Raw water building \$2,772.00
- Paint filter wall in pipe gallery. \$4,200.00

*See PureJet → *
Estimate*

*see PureJet *
Estimate*

Total Price: \$151,947.00

Note: All documents attached hereto are incorporated by reference herein and are a part of this contract.

This proposal is open for acceptance by Owner within 10 days from the date of this offer. Upon Owner approval and approval of Contractor this agreement shall become a binding contract for the work described herein. The terms and conditions are a part of the agreement and must be stipulated in any subsequent purchase order or contract issued.

Accepted and approved:

Owner/Representative

Signature

Date

Carolina Specialties Construction, LLC

Ken Camp

Owner/Representative

Ken Camp

Signature

7-2-15

Date



Proposal

Date	Proposal #
8/3/2015	444

63 Yale Road Hendersonville NC 28739

Dry Ice Blasting - Sandblasting - Painting

Phone: 828-551-8502 Email: mflecker@purejetnc.com

*Sed. Basin
Outside Wall*

City of Brevard WTP
95 West Main Street
Brevard, NC 28712

P.O. No.	Terms
	Net 20

Description	Amount
Labor and materials to mobilize and sandblast top layer of loose paint and old grout coating off one - exterior wall (approx. size 114 ft. long x 11 ft. high). We will cover handrail at top of wall to keep most of dust out of tank but it will not stop all blasting dust. We will pick up big debris from wall and it will be placed on grounds of plant.	5,985.00
Total	\$5,985.00



Proposal

Date	Proposal #
7/23/2015	443

63 Yale Road Hendersonville NC 28739

Dry Ice Blasting - Sandblasting - Painting

Phone: 828-551-8502 Email: mflecker@purejetnc.com

Filter Gallery Wall

City of Brevard WTP
 95 West Main Street
 Brevard, NC 28712

P.O. No.	Terms
	Net 20

Description	Amount
Labor & materials to mobilize and scrape loose flaky paint areas; prep and mask panels, boxes, piping and non-painted parts on one interior wall (approx. 58 ft. long x 16 ft. high). Apply bond and prep bare/caulky areas then apply PPG Perma-create paint to wall.	2,280.00
Total	\$2,280.00

Kay

252 W. Adams, P.O. Box 399 • Morton, Illinois 61550-0399

Building #1 Specifications

Building Info	Style	Width	Height	Length	Truss Spacing	Roof Pitch	Lower Chord Pitch
	306	24'	11'	30'	7.5'	4/12	0/12
306 24'x11'x30' (#1) - Building Use: Commercial - Warehouse							

Foundation

Treated columns with Morton's Galvanized Support Stilt System and Readi-Mix Concrete footings

Siding

East, North, West, South wall(s) Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 (Fastened with Stainless Steel Screws) without wainscot

Protective Liner

East, North, West, South wall(s) with 7/16" thick OSB by approx. 32" tall Protective Liner

Roof

Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 (Fastened with Stainless Steel Screws) with Vent-A-Ridge

Overhangs

East, West wall(s) 1' Wide Vented Sidewall Overhang with Standard 6" fascia, Gutters, downspouts with elbows at base
North, South wall(s) 1' Wide Non Vented Endwall Overhang with Standard 6" fascia

Walk Doors

1 A 3' x 6'8" MB 910 Plain Flat Leaf Walk Door(s) out-swing left hinge with single cylinder deadbolt, closer, lockset

Windows

2 B 4'4"x2'9" MB Sliding Window(s) with low E glass with argon
2 C 4'4"x2'9" MB Sliding Window(s)

Overhead Door Opening

1 D 11'10" x 8'11" Overhead Door Opening, 12' X 9' Panel, 10" Headroom
See Subcontract Section for Detailed Door Information

Energy Performer

Ceiling Finish with Hi-Rib Steel (.019 White CQ Polyester Solid) Fastened to Lower Chord of Truss with Painted Steel Screws, 4 Mil Vapor Retarder and Air Deflector at Eaves Between Trusses
East, North, West, South wall(s) Interior Wall Finish with Hi-Rib Steel (.019 White Polyester) Fastened to Nailers with Painted Steel Screws, Wall Cavity is Insulated with 6" Fiberglass Insulation and 4 Mil Vapor Retarder

Subcontracts

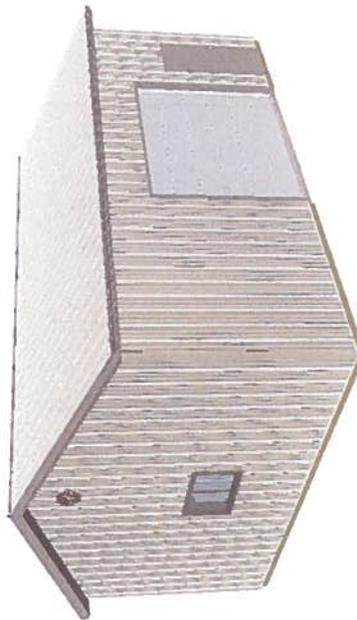
Install (1) 12' x 9' Insulated White Ribbed panel Clopay 524S-WI, 18" headroom requirement.

Install 720 Sq Ft of R-38 fiberglass blown-in insulation in the attic area of the 24' x 11' x 30' Morton Building.

252 W. Adams, P.O. Box 399 • Morton, Illinois 61550-0399

Building 306 24'x11'x30' (#1) Perspective From The Southeast

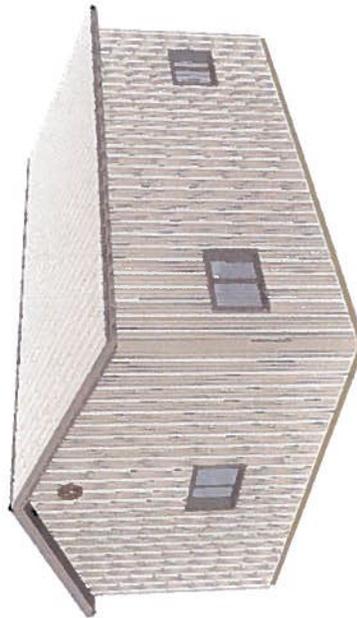
Peak Height	16'6"
Soffit Height	12' 3.5"
Grade to Heel	11'
Roof Pitch	4/12



252 W. Adams, P.O. Box 399 • Morton, Illinois 61550-0399

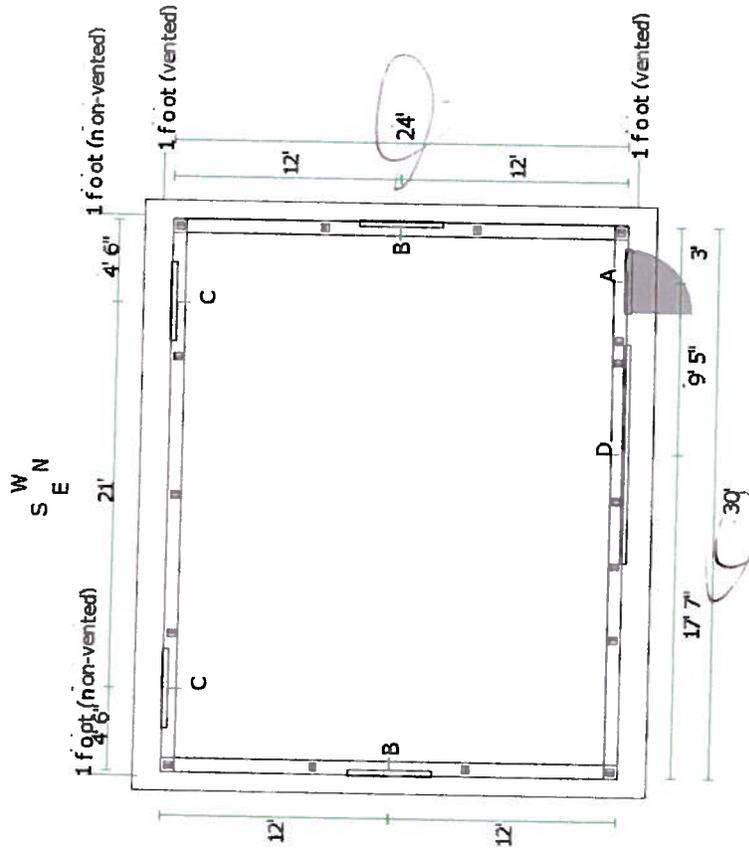
Building 306 24'x11'x30' (#1) Perspective From The Northwest

Peak Height	16'6"
Soffit Height	12' 3.5"
Grade to Heel	11'
Roof Pitch	4/12



252 W. Adams, P.O. Box 399 • Morton, Illinois 61550-0399

306 24'x11'x30' (#1) Column Plan





252 W. Adams, P.O. Box 399 • Morton, Illinois 61550-0399

Date: 7/22/2015
Page: 6 of 6

Building Investment

Total Estimated Project Cost as described including Material, Tax, and Labor*: \$35,499.00

\$10,650.00 Down Payment

\$21,299.00 Due Upon Delivery of Materials

\$3,550.00 Due When Morton Buildings' Scope of Work is Complete

* Building Proposal Good for 7 Days from the date specified on cover letter.

If you accept this pricing proposal you must enter into a written building order which contains additional terms and conditions. This proposal is not intended to be a contract for construction.

This proposal contains information which is proprietary and/or are trade secrets and may not be disclosed to third-parties without the express written authorization of Morton Buildings, Inc.

Sorry for the delay I had a hard time getting a price for the grading and didn't receive it till this morning.

Attached is the revised proposal for the building at the treatment plant.

I did not include the prices for the grading and concrete on the proposal but will give you the price to add below.

Grading- Remove topsoil and brush for a total of 42' x 54' building pad. Place 4" of ABC stone on 24' x 30' building pad.

\$3,700.00

Concrete- Install 24' x 30' x 4" thick concrete floor reinforced with Fiber mesh with a Trowel finish with one coat of curing sealer and soff cut control joints over a 6 mil vapor barrier.

\$7,100.00

Brevard WWTP-Short Term Operation and Maintenance Recommendations - 8/4/2015

Item	Location & Description	Work By	Lump Sum Cost Estimate
Work by PO			
1	Move influent sampler to influent flow at static screens	WWTP Staff	N/A
2	Add VFD controls to motor that drives the Vortex Grit Remover	CSC	\$2,860.00
3	Re - install baffles in RBC	Completed	\$800.00
4	Replace RBC'S <i>Installation</i>	Under Contract - AR	\$120,000.00
5	Replace airline around RBC with 8" main to tee, 2- 6" GV at tee, 6" line from tee to 4" at the RBC	CSC	\$31,185.00
6	Lower effluent discharge weir and attached stainless steel weir (\$500 allowance to re-calibrate flow meter)	CSC	\$25,500.00
7	Clean and Level Clarifier weirs and scum baffle	CSC	\$10,000.00
8	Lab modernization - 7 new T8 lights, new ceiling tiles, one new counter top, Emory's office Insulate above ceiling and install mini split - HVAC	CSC	\$10,000.00
9	Replace Clarifier Bearings (28 weeks for delivery on bearings)	Chuck Gross	\$20,000.00
10	Move effluent sampler over the outfall	WWTP Staff	N/A
	Subtotal		\$220,345.00
Work by Bid - Short Term			
11	Install duplex blower for aeration of RBC influent trough (allowance)	Estimate	\$35,000.00
12	Install submersible pump in chlorine contact chamber discharging to sludge pump wet well (ballpark price)	Estimate	\$45,000.00
13	Install new sludge suction lift pump station with VFD motor controls Gorman - Rupp (Ball park price)	Estimate	\$95,000.00
14	Allowance to empty sludge digester and install new air diffuses and airline if needed	Estimate	\$25,000.00
15	Install shed over step screen with two manual operated doors	Estimate	\$25,000.00
	Subtotal		\$225,000.00
	Total Short Term		\$445,345.00
Work by Bid - Long Term			
16	Clean and paint Clarifier	Estimate	\$108,000.00
17	Install 6" water main with RPZ and hot box, laterals will be 2" to 3 buildings six 2" hydrants, 2 fire hydrants	Estimate	\$125,000.00
18	2" overlay plus pave area from Generator around between RBC & main building, parking area south of main parking	Estimate	\$60,000.00
19	Other Items to be identified in final report due to the state by 9/30/2015		N/A
	Subtotal for Long Term		\$293,000.00
NOTE:	CSC = Carolina Specialties Construction AR = American Recovery		

190,000

290,345

515,345

CITY OF BREVARD
BALANCE SHEET

FY 2014-2015

PERIOD ENDING: 06/30/2015

35 CAPITAL RESERVE FUND

ASSETS

ASSETS

35-1010-0405 CWMTF INVESTMENT - PNC BANK	1,024,604.76
35-1160-0100 DUE FROM GENERAL FUND	57,643.15
35-1900-0000 ESTIMATED REVENUE	15,000.00
TOTAL ASSETS	<u>1,097,247.91</u>

LIABILITIES & EQUITY

LIABILITIES

35-2835-0020 RESERVE FOR SIDEWALKS	30,210.36
35-2835-0030 RESERVE FOR DONATIONS FOUNDATION	1,599.57
35-2835-0050 RESERVE FOR WATER PLANT PROJECT	416,114.29
35-2835-0060 RESERVE FOR WASTEWATER PLANT	396,609.31
35-2835-0065 RESERVE FOR WATER & SEWER SYSTEM	4,347.00
35-2835-0070 RESERVE FOR CWMTF RESTRICTIVE PROJ	200,000.00
35-2900-0000 APPROPRIATION CONTROL	15,000.00
TOTAL LIABILITIES	<u>1,063,880.53</u>

EQUITY

35-2990-0000 FUND BALANCE	130,008.00
CURRENT YEAR FUND BALANCE	-96,640.62
TOTAL EQUITY	<u>33,367.38</u>

TOTAL LIABILITIES & FUND EQUITY 1,097,247.91

RESOLUTION NO. 2015-_____

**AUTHORIZING WITHDRAWEL OF GRANT/LOAN FINANCING FOR
WASTEWATER TREATMENT PLANT (WWTP) REHAB PROJECTS**

WHEREAS, the Brevard City Council approved a Resolution Authorizing Grant/Loan Financing for WWTP Rehab Projects at its September 15, 2014, Meeting; and

WHEREAS, NCDENR approved a no interest loan for the \$9.0 Million WWTP Rehab Project with a requirement that the engineering report be submitted by May 1, 2015; and

WHEREAS, the City of Brevard requested a time extension to September 1, 2015, to review options which was approved by NCDENR; and

WHEREAS, the City of Brevard approved the formation of a Public Works and Utilities Committee at its April 20, 2015 City Council Meeting; and

WHEREAS, the Public Works and Utilities Committee on May 11, 2015, approved the scope of engineering services to review: 1) operation and maintenance optimization at the WWTP; 2) Oskar Blues Pretreatment Ordinance; and, 3) existing settlement agreement with NCDENR for the WWTP; and

WHEREAS, the Public Works and Utilities Committee on August 4, 2015, approved a recommendation to withdraw application for the WWTP Rehab Project; and

NOW THEREFORE BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF BREVARD:

That Brevard City Council hereby approves the recommendation to withdraw is application for a no interest loan from NCDENR for the WWTP Rehab Project.

Adopted and approved this the _____ day of _____, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

M. New Business

Item M-2. Update on Water and Wastewater Treatment Plants Operations & Maintenance – Budget Ordinance

Draft Budget Ordinance will be completed and available for Council either prior to or at the meeting.

ORDINANCE NO. _____
AN ORDINANCE AMENDING THE FY2015-2016 BUDGET
AMENDMENT NO. ONE

WHEREAS, the City Council of the City of Brevard has previously approved the annual budget (Ordinance No. 2015-13), and:

Whereas, The Public Works & Utilities Committee on August 4, 2015 approved recommendation to amend Water & Sewer Budget to improve operation & maintenance at the Water Treatment Plant and the Wastewater Treatment Plant; and

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 03) Water & Sewer Fund Expenditures is hereby increased \$425,000 from \$4,672,500 to \$5,097,500 as shown as follows:

Water Treatment Plant	\$125,000
Sewer Treatment Plant	<u>\$300,000</u>
TOTAL EXPENDITURE	\$425,000

SECTION 04) Water & Sewer Fund Revenue is hereby increased \$425,000 from \$4,672,500 to \$5,097,500 as shown as follows:

Transfer from Capital Reserve Fund	
Water Plant	\$125,000
Sewer Plant	<u>\$300,000</u>
TOTAL REVENUE	\$425,000

SECTION 07) Capital Reserve Revenue is hereby increased \$425,000 from \$296,868 to \$861,368 as shown as follows:

Fund Balance Appropriated	<u>\$425,000</u>
TOTAL REVENUE	\$425,000

SECTION 08) Capital Reserve Expenditures are hereby increased \$425,000 from \$296,868 to \$861,368 as shown as follows:

Transfer to Water & Sewer Fund	<u>\$425,000</u>
TOTAL EXPENDITURES	\$425,000

SECTION 35) That Revenue and Expenditures Sections 3 through Section 8 of the Ordinance Amendment have increased \$850,000 from \$24,912,576 to \$25,762,576 as follows:

General Fund	\$8,742,145
Water & Sewer Fund	5,097,500
Utility Capital Projects Fund	7,234,884
Capital Reserve Fund	861,368
Heart of Brevard MSD Fund	130,415
Bjerg Trust Fund	100
Fire District Fund	630,058
Multi-Use Paths Fund	299,000
Narcotics Task Force Fund	67,857
Downtown Master Plan Fund	882,167
Other Post- Employment Benefits Fund	18,750
Bracken Mountain Project Fund	30,000
Health Insurance Fund	1,291,500
Housing Trust Fund	13,332
T.L. Scruggs Scholarship Trust Fund	16,500
Rosenwald Revitalization Fund	447,000

TOTAL BUDGET APPROPRIATION	\$25,762,576

ADOPTED AND APPROVED THIS 17TH DAY OF AUGUST 2015.

APPROVED:

APPROVED AS TO FORM:

ATTEST:

Jimmy Harris
Mayor

Michael Pratt
City Attorney

Desiree Perry
City Clerk



The City of
Brevard
North Carolina

NEW BUSINESS STAFF REPORT

August 17, 2015

Title: Assault on the Carolinas a Special Event Recognized by the City of Brevard

Speaker: Wes Dickson, City Council Member
Jim Fatland, Interim City Manager / Finance Director

Prepared by: Joshua S. Freeman, AICP, CFM

Approved by: Jim Fatland, Interim City Manager / Finance Director

Executive Summary: City Council will consider a resolution to add the Assault on the Carolinas to the list of special events, which are recognized and sanctioned by the City of Brevard.

Background: At the June 15, 2015 City Council Meeting, Council Member Wes Dickson proposed to add the Assault on the Carolinas to the list of special events, which are recognized and sanctioned by the City of Brevard. The Assault on the Carolinas is the annual fundraiser for the Pisgah Forest Rotary Club. Beginning and ending on Main Street in downtown Brevard, the Assault includes a 100k, 60k, and 40k ride. The 100k goes through North Carolina and South Carolina mountains and valleys. The Assault is a fully supported ride with 4 rest stops, and a challenging 6 mile climb up Caesar's Head. The 60 and 40k go through the scenic river valleys of Transylvania County. The first Assault on the Carolinas, which was held in 1999, attracted approximately 80 riders. The 2015 Assault attracted over 1,000 riders, who filled area hotels and patronized local businesses. Businesses such as Sylvan Sports and Carmichael Training Systems have indicated that the Assault on the Carolinas was an important factor in their decision to locate in Brevard. More information regarding the Assault can be found at <http://www.assaultonthecarolinas.com/>.

Discussion: NA.

Fiscal Impact: The City of Brevard supports recognized special events by providing City Staff support at no cost to the event organizer. Staff support is provided by Fire, Police and Planning Staff in preparation for the event, and Fire, Police, Parks & Property, and Public Works on the day of the event. Staff estimates the fiscal impact of City Staff services to be less than \$1,000.

Policy Analysis: Road biking is an increasingly important contributor to Transylvania County's successful tourism industry, and providing support to activities and events that enhance Brevard's reputation as a destination for outdoor recreation is consistent with the City's Vision Statement and Economic Development / Quality of Life Strategies (see attached).

Staff Recommendation: The Interim City Manager recommends that Council consider adoption of the proposed resolution as presented (attached).

Vision:

Brevard is a safe, friendly, family-oriented city with small town charm, **outdoor recreation, arts & culture** that bring investment opportunities, environmental consciousness, and economic diversity.

Wants and Needs:

Leverage cultural heritage/hub, outdoor opportunities, and connectedness of community to **foster economic development and enhanced quality of life**

Rights:

Brevard is uniquely positioned geographically and by reason of our diverse citizenry to promote the natural, cultural, historic assets unique to this city

Strategy: Foster Economic Development

Foster economic diversity while enhancing the quality of life in an environmentally friendly way by creating an environment that promotes and encourages businesses, and business owners, attracted to and utilizing our natural assets of woods and water and our cultural/historic assets of music, arts, and outdoor recreation

Strategy: Enhance Quality of Life

Enhance the quality of life in our community by bringing people of all ages together through physical connections within our community and to our natural assets of woods and water and personal connections to each other and to our cultural/historic assets of music, arts, and outdoor recreation

RESOLUTION NO. 2015-XX

**A RESOLUTION GRANTING CITY RECOGNITION TO SPECIAL EVENTS
(Amending Resolution No. 2005-24 adopted March 21, 2005, and
Resolution No. 2005-34 adopted June 6, 2005)**

WHEREAS, the City Code Section 66-13(k)(1) requires recognition of any special event by City Council before the City Manager can authorize the temporary closing of any portion of US Highway #64, US Highway Business #64, US Highway #276, or SR 1349 (West Main Street) and;

WHEREAS, in an effort to promote downtown revitalization in the City of Brevard, various community organizations sponsor special events throughout the year; and

WHEREAS, these special events are open to the public and promote a spirit of community as well as support the economic development efforts of the City; and

WHEREAS, in support of these efforts by community organizations, the City has committed funding and resources or received a commitment of funding from the sponsoring community organization in support of the listed special events; and

WHEREAS, it is the desire of the Brevard City Council to see these annual events continue in downtown Brevard.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA, THAT: New/added text shown in *italic*. Deleted text shown in ~~strikethrough~~.

Section 1. The following special events sponsored by the Heart of Brevard shall be recognized as an annual Special Events in downtown Brevard (Res. No. 2005-24):

- a. White Squirrel Festival: May
- b. July 4th Festival: July
- c. Halloween Fest: October
- ~~d. Transylvania County Toy Run: September (Remove)~~
- d. Twilight Tour: December

~~The following special event sponsored by the Transylvania Region Antique Auto Club shall be recognized as an annual Special Event in downtown Brevard (Res. No. 2005-34):~~

- ~~a. "Cruzin" The Heart of Brevard Show: September (Remove)~~

The following special event sponsored by the Pisgah Forest Rotary Club shall be added as a recognized annual Special Event in downtown Brevard:

- a. Assault on Carolinas: April*

Section 2. The preceding special events shall retain "recognized" status until such a time as City Council withdraws funding / resources and there is no commitment of funding from the sponsoring community organization supporting said events or the schedule of event is moved outside the prescribed month noted above.

Section 3. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this _____ day of _____, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk



The City of
Brevard
North Carolina

NEW BUSINESS STAFF REPORT

August 17, 2015

Title: Budget Amendment Transferring Patton Donation
Speaker: Jim Fatland, Interim City Manager / Finance Director
Prepared by: Joshua S. Freeman, AICP, CFM
Approved by: Jim Fatland, Interim City Manager / Finance Director

Executive Summary: City Council will consider an amendment to the Fiscal Year 2015-2016 Operating Budget that would transfer the Patton Donation to the Pedestrian – Bike Fund.

Background: NA

Discussion: NA

Recommendation: Staff recommends amending the Fiscal Year 2015-2016 Operating Budget to transfer the Patton Donation to the Pedestrian – Bike Fund.

Fiscal Impact: NA.

Policy Analysis: NA.

Attachments: Budget Ordinance 2015-__ Transferring Patton Donation to Pedestrian – Bike Fund.

ORDINANCE NO. 2015-_____

**AN ORDINANCE ESTABLISHING A PROJECT BUDGET FOR
PEDESTRIAN BIKE FUND IMPROVEMENTS**

WHEREAS, in accordance with the applicable provisions of the North Carolina Local Government Budget and Fiscal Control Act; and

WHEREAS, the City of Brevard requires certain fiscal actions to effectively provide continued and improved service to its citizens; and

WHEREAS, the Brevard City Council now desires to establish a project budget to account for the receipt of a donation from Frank Patton, Jr. and wife Donna Patton and disbursement of funds for the project; and

WHEREAS, the City Council on February 17, 2014, approved a project budget (Ord. No 2014-01) for a donation from Frank Patton, Jr., and wife, Donna Patton, for the disbursement for downtown improvements; and,

WHEREAS, the Brevard City Council desires to use \$300,000 of said donation for pedestrian and bike path improvements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, THAT

Section 1. Revenue for this project is budgeted as follows:

REVENUE

Transfer from DTMP Fund	<u>\$300,000.00</u>
Total Revenue	<u>\$300,000.00</u>

Section 2. Expenditures for this project are budgeted as follows:

EXPENDITURES

Pedestrian Bike Fund Improvements	<u>\$300,000.00</u>
Total Expenditures	<u>\$300,000.00</u>

Section 3. This Ordinance shall remain in effect until the completion of Pedestrian and Bike Path Improvements.

Section 4. The Finance Officer and City Manager are instructed to take appropriate actions to implement this Ordinance.

Section 5. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved this the _____ day of _____, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

APPROVED AS TO FORM:

Michael K. Pratt
City Attorney



The City of *Brevard* North Carolina

NEW BUSINESS STAFF REPORT

August 17, 2015

Title: Transylvania County & City of Brevard Parks & Recreation Strategic Plan
Speaker: Joshua S. Freeman, AICP, CFM
Prepared by: Joshua S. Freeman, AICP, CFM
Approved by: Jim Fatland, Interim City Manager / Finance Director

Executive Summary: City Council will consider a budget amendment to assign additional funds for completion of the Transylvania County & City of Brevard Parks & Recreation Strategic Plan.

Background: Brevard City Council and the Transylvania County Board of Commissioners have agreed to collaborate on the development of a joint Parks & Recreation Strategic Plan. City Council allocated \$25,000 in its FY 2014-2015 budget for this purpose. The purpose of the plan is, among other things, to evaluate options for greater cooperation in the delivery of parks and recreation services to City & County residents. City / County staff initiated a request for proposals process in December, 2014. Six firms submitted proposals. The Joint Parks & Recreation Strategic Plan Task Force selected Barge Waggoner Sumner & Cannon, Inc. (hereafter, BWSC) as the firm best suited to develop the strategic plan. City / County Staff negotiated a contract with BWSC (see attached) and settled upon a fee of \$103,000. On July 27, 2015, the Transylvania County Board of Commissioners adopted a budget amendment to cover its share of the project fee (\$51,500). The City is responsible for \$51,500, of which \$25,000 has already been committed.

Discussion: A copy of the BWSC contract is attached for information. Transylvania County has agreed to manage the contract and project finances. Once the BWSC contract has been executed, Staff will work with BWSC to develop an updated project timeline.

Fiscal Impact: Execution of the proposed amendment to the FY 2015-2016 budget will allocate an additional \$26,500 to complete the Transylvania County & City of Brevard Parks & Recreation Strategic Plan. Note that on July 27, 2015, the Transylvania County Board of Commissioners allocated funds for the County's share of the project cost.

Policy Analysis: The joint Parks & Recreation Strategic Plan was initiated at City Council's direction. It will provide a plan for future investments in parks and recreation services & infrastructure, and will identify opportunities for City / County cooperation in the delivery thereof.

Recommendation: Staff recommends that Council direct Staff to move forward with the Parks & Recreation Strategic Plan, and to direct Staff to present a budget amendment at a later date. The Parks, Trails & Recreation Committee will formulate a recommendation at its August 13, 2015 meeting; which will be verbally presented to City Council on August 17, 2015.

BARGE, WAGGONER, SUMNER, AND CANNON, INC.

PROFESSIONAL SERVICES AGREEMENT

This agreement is made as of April 20, 2015 by and between City of Brevard Planning Department (**Client**) and Barge, Waggoner, Sumner, and Cannon, Inc. (**BWSC**) for professional services for the assignment described as follows:

Project: Parks and Recreation Strategic Plan

Location: Transylvania County/Brevard, North Carolina

Description of Project:

Preparation of a Parks and Recreation Strategic Plan for Transylvania County and Brevard. The detailed Scope of Services, listing of Additional Services, fees and schedule can be seen in Attachment 1.

- I. **PROFESSIONAL SERVICES:** **BWSC** agrees to perform the following Basic Services under this contract:

See Attachment 1.
- II. **COMPENSATION:** **Client** shall compensate **BWSC** for the Basic Services as follows:

See Attachment 1.
- III. **PAYMENTS:** Invoices for services rendered will be issued monthly, and payment is due upon receipt of each invoice. Unless special arrangements are made, a finance charge of 1.5% per month will be added to unpaid balances more than thirty (30) days old. In the event legal action is necessary to enforce the payment terms of this agreement, **BWSC** shall be entitled to a judgment for its attorneys' fees, court costs, and other collection expenses.
- IV. **TIME:** Unless agreed otherwise in writing, **BWSC** will commence its services within a reasonable time after receipt of an executed copy of this Agreement. **BWSC** will perform its services in a timely manner commensurate with the exercise of due professional care. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond **BWSC's** control. If such delay or suspension extends more than six months (cumulatively), **BWSC's** compensation shall be equitably adjusted.
- V. **SUSPENSION OF SERVICES:** If **Client** fails to pay any invoice when due or otherwise is in material breach of this Agreement, **BWSC** may at its sole discretion suspend performance of services upon five (5) days' written notice to **Client**. **BWSC** shall have no liability to **Client**, and **Client** agrees to make no claim for any delay or damage as a result of such suspension. Upon cure of the cause of the suspension, **BWSC** shall resume services within a reasonable time, and there shall be an equitable adjustment of the project schedule and fees to reflect the effects of such suspension.
- VI. **STANDARD OF CARE:** Notwithstanding any other provision of this Agreement or any other document describing the services, **BWSC** shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable

Page 2

City of Brevard Planning Department

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April 20, 2015

Form 2012_OP48

BARGE, WAGGONER, SUMNER, AND CANNON, INC.

PROFESSIONAL SERVICES AGREEMENT

members of its profession in the same locality at the time the services are provided. No warranty, expressed or implied, is made or intended by **BWSC**. The parties further agree that **BWSC** is not a fiduciary of **Client**.

- VII. TERMINATION:** The obligation to provide further services under this Agreement may be terminated without cause by either party upon ten (10) days' written notice to the other party. On termination by either the **Client** or **BWSC**, **Client** shall pay **BWSC** all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred). Upon such termination by **Client**, it shall immediately return to **BWSC** all drawings, reports, documents, and other instruments of professional services prepared by **BWSC**, and **Client** shall make no further use thereof.
- VIII. ACCESS TO THE SITE/JOB SITE SAFETY:** Unless otherwise stated, **BWSC** will have access to the site for activities necessary for the performance of its services. **Client** agrees that **BWSC** shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. **BWSC** further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.
- IX. INSURANCE:** **BWSC** shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect **BWSC** from claims of professional negligence arising from the performance of services under this Agreement.
- X. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:** **BWSC** shall indemnify, protect, and save harmless Transylvania County and the City of Brevard and their employees against judgments or causes of action, including costs and reasonable attorney's fees by any party or parties whatever for loss, damage, injury, fines or penalties of any kind or character either to persons or property directly or indirectly to the extent caused by the negligent acts, errors or omissions of consultant as part of completing the Parks and Recreation Strategic Plan under the contract except such loss, damage or injury as is caused by the negligence of Transylvania County or the City of Brevard. This indemnity agreement shall impose liability on the Consultant to the fullest extent permitted by the laws of the state governing performance thereof, and any provision hereof not permitted by such laws is expressly deleted from said agreement.
- XI. DISPUTE RESOLUTION:** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceeding is commenced. The parties shall equally bear the fees and expenses charged by the mediator.
- XII. OPINIONS OF CONSTRUCTION COST:** Any opinion of probable construction cost prepared by **BWSC** represents the judgment of one or more **BWSC** design professionals and is supplied for general guidance of **Client**. Since **BWSC** has no control over the construction marketplace and does not use the same pricing methods used by contractors, **BWSC** does not guarantee the accuracy of such opinions.

BARGE, WAGGONER, SUMNER, AND CANNON, INC.

PROFESSIONAL SERVICES AGREEMENT

XIV. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the laws of the State of North Carolina.

City of Brevard Planning Department	Barge, Waggoner, Sumner, and Cannon, Inc.
By:	By:
Printed Name:	Printed Name: Steven A. Fritts, ASLA, LEED AP BD+C
Title:	Title: Vice President
Address:	Address: 10133 Sherrill Boulevard, Suite 200 Knoxville, TN 37932
Date Signed:	Date Signed:
Tax I.D. Number:	

ATTACHMENT A
TRANSYLVANIA COUNTY AND CITY OF BREVARD PARKS AND RECREATION STRATEGIC PLAN
SCOPE OF SERVICES

The approach outlined herein is based on our previous experience and the Scope of Work included in the RFQ and our meeting with you. The scope can be modified as needed to meet your budget expectations for the study.

BASIC SERVICES

PHASE 1: PROJECT INITIATION AND ADMINISTRATION

1.1 Project Planning

At the outset of the project, our Project Manager Steve Fritts will work with you and our planning team to prepare a detailed Project Management Plan that will address key project management, scope, schedule and quality assurance processes. Mr. Fritts will be responsible for the schedule. It will include tools such as a Risk Register, an Action Item List, and a Communications Plan. Progress reporting and coordination meetings will be as set forth in the RFP.

We will prepare a monthly project status report that provides a percent complete for each task outlined herein along with a current Action Item list. We will review this each month on a conference call with the Client.

1.2 Kick-Off Meeting

Once we have completed the initial project planning, the BWSC team will conduct a kick-off meeting with you in Brevard to review the Project Management Plan and to receive city supplied documents, base maps, plans and other information. Other key topics will be 1) the Client's mission, vision, goals and objectives, 2) refine the strategy for the community outreach and public involvement phase, including the survey. Following this meeting, we will develop a specific community involvement plan setting forth the strategy, means, methods and timing for the public outreach component of the planning process. At the conclusion of this meeting, we will conduct a general area reconnaissance and site visit of all recreational facilities to better familiarize ourselves with the physical conditions at all facilities.

PHASE 2: RESEARCH AND ANALYSIS

2.1 Collection and Review of Existing Documentation

In this phase our team will gather and evaluate the information necessary to facilitate the public involvement process, and provide a basis for informed decisions related to recommendations. This includes, but is not limited to relevant planning studies, such as the previously prepared parks, greenways, trails, and open space plans; current ordinances and policies related to parks and recreation; the last five year operating budgets, maintenance records and capital projects; current management structure of recreation facilities and programs; and any current participation and user data for existing programs and facilities.

2.2 Demographic & Trends Analysis

Our team will use available City/County projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to GIS and specializing in population projections and market trends; for comparison purposes, data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the County and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis.
- Transylvania's demographic analysis will be based on US 2000 Census information, 2014 updated projections, and 5- (2018) and 10- (2023) year projections. The following demographic characteristics will be included:
 - o Population density
 - o Age distribution
 - o Households
 - o Gender
 - o Ethnicity

- o Household income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the BWSC team uses the Sporting Goods Manufacturers Association information as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

2.3 Park Classifications and Level of Service Standards

The BWSC team will work with the Client to review and confirm, modify, or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities, and indoor and outdoor facilities. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required.

2.4 Document Existing County/City Facilities

The BWSC team will document the existing park and recreation facilities via photographs and tables. BWSC will provide the Client with tables for the Client to fill out for each park/facility to assist in this effort. The tables include acreage, general information about the park, a listing of park elements, etc. We also address the adequacy for stated purposes and use and the potential for expansion based on previously prepared master plans. We will prepare mapping to illustrate existing park locations using GIS base files supplied by the Client.

2.5 Document Existing Non-County/City Owned Recreation Facilities

We identify other area recreational facilities provided by private, city, county, state, and federal authorities. During the course of this evaluation, we identify and evaluate opportunities for the shared use of facilities.

2.6 Level of Service

We will inventory and summarize the current level of service of all existing and planned recreational, open space and cultural facilities and programs located in the city and facilities programmed within the next 5 years. The inventory will be taken from the tables to be filled out by the Client as set forth in Item 2.4 above.

2.7 Programs

From information provided by the Client, we document the types of programs offered at each facility and identify current and planned special events. Our team examines the level of participation and schedules of adult and youth team athletic sports and identifies any recreation related organizations that are providing or managing recreation programs other than those of the school system.

2.8 Service Areas

The team will establish acceptable service areas based on access to facilities, transportation network (roads, transit, sidewalks/paths). We then perform analysis of accessibility and connectivity with existing and proposed facilities, based on proposed service areas and the existing and planned transportation network.

2.9 Current Management Structure

We will provide a review of the current management and staffing structure of the County and City departments' parks and recreation facilities and programs.

2.10 Financial Analysis

We will perform a financial analysis to document the financial situation of the Departments. The analysis will look at the last 5 years' budgets, current revenue and expenses.

2.11 Survey Instrument Development

We will work with the Client to develop the survey instrument. Questions on the survey are developed in partnership with city staff in association with the BWSC planning team. A survey is generally four to five pages in length and takes approximately 10 minutes to administer over the phone. This length allows for between 15-20 questions to be asked, many with multiple components. ETC (sub-consultant) has extensive experience working with parks and recreation agencies in survey questionnaire development.

2.12 Research and Analysis Findings Meeting

At the conclusion of the Research and Analysis Phase, we will conduct a meeting with Client staff to review the findings and prepare for the kick-off of the Outreach and Needs Assessment phase of the project.

2.13 Deliverables

Deliverables for this phase will include draft text on each topic to be included in the final report, maps, tables, and photographs reflecting all inventories and evaluations. In accordance with our meeting with you, the text in this section will be limited and the inventory and analysis will rely heavily on charts and tables to display information.

PHASE 3: OUTREACH AND NEEDS ASSESSMENT

3.1 Prepare for Public Needs Assessment

During this phase we will conduct a publicized public involvement process using various media and forums in order to gather information on the public's view of the current park and recreation facilities, service delivery and programs, and their views on what the future of parks and recreation in Transylvania/Brevard should hold. This information will be a key element in developing the needs assessment, in creating recommendations for new and upgraded facilities and programs, and in setting priorities for future budgets. We will rely on the Client to handle media relations and publicity related to this phase of the work.

3.2 Focus Groups

We will work with the Client to finalize the list of focus groups. Meetings with the focus groups will take place over a 2 consecutive day period in the community. We will determine most appropriate settings and times for focus group meetings, arrange for and plan the meetings, and work with the Client to determine best method for invitation and the individuals who will participate in each. We will facilitate and document the group discussions. Current potential list of groups include:

- Comprehensive Plan Task Force
- County Parks Board
- Transylvania County Partnership for Economic Development/Chamber of Commerce
- Heart of Brevard
- Town of Rosman
- Board of Education
- Local youth sports organizations that provide programming

We will meet with as many groups as possible over a 2 day period; each session will last one hour. We will facilitate the meetings and document the results.

3.3 Public Needs Assessment Workshops

We will work with the Client to plan 2 public needs assessment workshops in the evening during the same 2-day period as the focus groups. We will plan the agenda, dates, locations and logistics for the meetings; prepare presentations; work with the Client to determine the means and manage public notification; and facilitate the meetings and document the results.

3.4 Survey

As a part of the public outreach process, we would propose the administration of a statistically valid random sampling Needs Assessment Survey of approximately 300 households. BWSC team member ETC would be responsible for the development and administration of the survey. Overall results for the entire survey of 300 households would have a 95% level of confidence with a margin of error of +/- 6% overall.

Survey Pre-Test, Data Processing & Cross Tabular Comparisons

ETC staff conducts a pretest of 8-10 households to verify that all questions are understood and can be answered by household respondents. Should any issues arise, they will be immediately discussed with the city and corrections made.

Phone calling, development of the database, and data entry will be done by ETC. ETC will conduct up to eight cross-tabular comparisons of survey results by key demographic factors, such as gender, age of respondent, length of residency, income, users/non-users of services, and region.

Data Analysis and Reporting

A draft expressed needs assessment based on the survey report and final report is developed for review. Inclusive is an executive summary of findings, graphs and charts, cross-tabular analysis by gender, household size and composition, and age of respondent. A PowerPoint presentation of final survey results will be prepared for use in public presentations.

National Benchmarking

Benchmarking “National Averages” have been developed for numerous strategically important recreation planning and management issues. This information can be provided as comparisons to survey findings from the Client to aid in the planning process and consensus development.

Following completion of the survey and analysis of the results, the BWSC team can facilitate a meeting to review the survey results with the city and others as recommended.

3.5 Needs Analysis

In this task we conduct an assessment of four different and complementary types of park and recreation needs in order to develop level of service standards as follows:

- Expressed needs. Types of recreation activities already in place where there is an additional perceived need based on survey responses and evaluation of the actual experience offered by parks and recreation.
- Apparent needs. Activities not currently being met by your system such as having to turn away participants in a sports program because there is no excess capacity or a facility that is clearly beyond its useful life.
- Benchmark needs. These would be needs that would be suggested based on a review of the programs and facilities offered in other communities.
- Standardized needs. These are needs identified and defined by published standards of the NRPA, North Carolina’s State Comprehensive Recreation Plan and others modified to fit, based on the findings of the resident surveys and to reflect specified use patterns for the city and its organized activities and other particular circumstances present in the Client as appropriate.

We will bring together supply and demand factors compiled and analyzed in previous tasks to determine the general need for new and/or expanded recreational facilities and programs. Demand factors are determined based on the application of the level of service standards. Supply factors are determined using results of the inventory analysis conducted in preceding tasks. Based on changes in supply and demand, we identify any deficiencies in facilities and programs. Deficiencies are identified in light of specific development actions. The general facility and program needs are prioritized based on criteria developed with you.

3.6 Level of Service Standards

Based on the needs assessment, our team will develop a proposed Level of Service standard expressed in acreage for each proposed park classification and in terms of numbers of all major park facilities (baseball fields, soccer fields, playgrounds, indoor facilities, etc.). The standard will be expressed in terms of per 1,000 population in the County. The standard will project out 5 years based on the anticipated population growth over that period.

3.9 Deliverables

Deliverables in this phase include community involvement plan, agendas, handouts, graphics, survey instrument report, workshop reports, interview instruments, PowerPoint presentations, reports of findings from meetings, workshops, interviews, graphic and text materials for distribution and the draft Level of Service Standards.

PHASE 4: RECOMMENDATIONS

The purpose of this task is to assemble all results to produce a series of recommendations and a Strategic Plan of action to guide the Parks and Recreation Department in the development and administration of facilities for the next 5 years.

4.1 Strategic Implementation Action Plan

Our team will prepare a draft Strategic Implementation Action Plan. The plan will be designed to include such recommendations as refurbishment and expansion of existing facilities, and recommendations for new facilities and programs to keep pace with expected development and population growth.

The Plan will contain a vision for the future of Park Land and Trails, Facilities, Programming and Operations and Staffing. It will include strategies and tactics, a designated group responsible for each tactic, schedule and performance measures. The Action Plan is designed to provide strategies and tactics to address the following elements:

- A shared Mission Statement and Vision, Goals, Objectives and Operating Philosophy.
- A prioritized land acquisition plan, including generalized locations within the County, acquisition timing or priority, and order-of-magnitude acquisition costs by area. The acquisition plan will include land needed for new facilities as well as for open space.

- Prioritized new facility and program development recommendations, including type(s) and size of facilities, location, and intended use/activity focus. Both built facilities and open space are addressed. These recommendations identify the development timeframe. A rating scale indicating timing of the improvement is included. For example, is the improvement needed immediately, within 1-2 years, 3-5 years, or 5+ years, based on current and projected population, user demands, other agencies, capital improvement programs, and/or the quality of Client-owned facilities.
- Prioritized existing and future park facility expansions, maintenance and improvements. We identify the necessary improvements to existing Client-owned park facilities based on the recommended level of service standards. Recommendations identify the facility, location, and scope of improvements. A rating scale indicating timing/priority of the improvement will be included.
- If any new or expanded facilities are recommended, preliminary maintenance, operational costs and staffing requirements will be established for each with recommendations for future actions.
- Recommendations for program development based on standards and demand analysis.
- Recommendations for minimizing duplications and creation of collaborative partnerships.
- Identification of opportunities to improve delivery of services through new or innovative technologies and/or management practices.
- Recommendations for combining the responsibilities and organizations of the County and City departments. The scope for this is more fully explained as follows:

Operational and Staffing Plan – The Consulting Team will establish operational and staffing standards for the full operations of the merged Park and Recreation system. This will include maintenance standards, staffing levels needed for programs, technology requirements, customer service requirements and administration based on established and agreed upon outcomes.

The Consulting Team will evaluate governance of parks and functions in the overall structure with recommendations on how to operate in the most effective functional and efficient manner. The Consulting Team will conduct a work session with key management staff on what they consider to be core essential services, important services, and value-added services based on observations, individual interviews, focus group interviews and operating practices. The focus will be on whom the services are provided to, for what purpose, for what benefit, and for what cost. The outcomes of these work sessions will be:

- All services and functions of the agency are classified as (a) Core, (b) Important, or (c) Value Added based on definitions and criteria agreed upon with the Project Team.
- Appropriate performance measures for each classification of service will be determined and applied to all functions and services.
- The Team will compile the results of the work session into a summary of services and functions by classification. Additionally, broad performance standards for each service and function that align with their classification will be developed. An example of how these performance standards as cost recovery expectations can be applied is illustrated in the table below.

Service Category	Description	Cost-Recovery Expectations
Core	Services the agency <u>must</u> provide to meet its mission, and statutory and/or regulatory obligations; maintains valuable assets and infrastructure investments; essential to protect visitor safety; preserves the integrity of natural and cultural resources; reasonably expected and supported (or demanded) by visitors	Largely supported by taxes with little or no cost-recovery
Important	Services the agency <u>should</u> provide or are important to effectively serve visitors; may expand or enhance provision of core services; broadly supported and utilized by visitors, although support may be conditional upon the perceived benefit, quality, and pricing of the services	Supported by a balance of taxes & earned revenues
Value Added	Services the agency <u>may</u> provide when they are fiscally sustainable through visitor support; add value above and beyond what is required or expected of the agency's core functions; are easy	Heavily or fully supported by earned revenues

opportunities to integrate alternative providers and operators into providing services at one or more sites

We will evaluate governance and functions in the new overall departmental structure with recommendations on how to operate in the most effective functional and efficient manner. The Consulting Team will conduct a work session with key management staff on what they consider to be core essential services, important services, and value-added services based on observations, individual interviews, focus group interviews and operating practices. The focus will be on whom the services are provided to, for what purpose, for what benefit, and for what cost.

4.2 Strategic Implementation Action Plan Workshop

We will facilitate a day long workshop in Brevard to review the draft Plan with a group selected by you. We will discuss each element of the Plan to ensure alignment and consensus with the visions, strategies and tactics included in the plan.

4.3 Budgeting and Funding

The BWSC team will develop top-level, order-of-magnitude development costs for all new facilities and improvements to existing ones, including, if necessary, estimates for land acquisition based on consultation with city staff and potentially local realtors regarding land costs. We will also develop estimates of cost for additional operations and maintenance for upgraded and new facilities and programs.

In this phase, we review and update the level of service standards by developing recommendations for the Client’s budget for Parks and Recreation, providing a realistic assessment of existing allocations and current capacities to absorb additional facilities and services or what funds may be necessary to adequately support quality programs and services. Budgeting and funding priorities and recommendations will be developed. We will evaluate the Client’s existing budget information to determine if there are any shortfalls in funding required to support the improvements identified. We also provide recommendations regarding alternative sources of funding.

4.4 Budgeting and Funding Review

We will conduct a meeting with the Client and others with County and City Government as necessary to review the draft budgeting and funding profile in order to ensure that the recommendations are in line with the government’s fiscal plans over the 5 year planning horizon. We will modify the Action Plan, Budgeting and Funding as necessary based on input received in this meeting.

4.5 Draft Report

We then develop a draft report summarizing the recommendations and Action Plan and will submit the draft and meet with the Client and the Strategic Plans Task Force to present the draft report and receive recommendations to be incorporated into a final draft report.

4.6 Final Draft Report

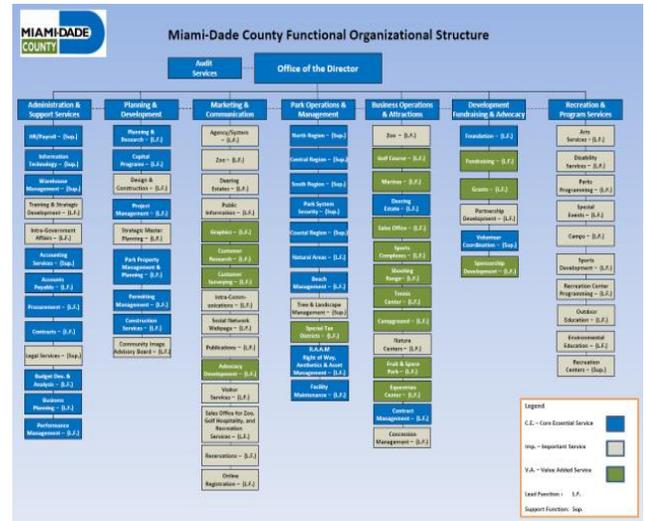
The final draft report will include adequate details, including maps, graphics, tables, and written text to submit the draft report to the City Council and County Commission. We will make a presentation of the findings and recommendations of the planning study at joint meeting with the Strategic Plan Task Force, City Council and County Commission in a Public Hearing setting.

4.7 Final Report

Following the presentation to the boards and appropriate commissions, the team incorporates any comments, completes the written Final Report and submits final deliverables to the Client.

4.8 Final Deliverables

The final deliverable will include the 10 hard and one electronic copy (PDF on a USB drive) of the Draft Report, 11 hard and one electronic copy (PDF on a USB drive) of the Final Report including all text, tables, photos, maps and other graphics.



ADDITIONAL SERVICES

Deferred Maintenance Analysis

BWSC will evaluate the condition of the existing outdoor recreation facilities and identify improvements/repairs that need to be made including safety and maintenance related issues. We will prepare a report that documents this along with preliminary estimates to make the repairs/upgrades.

ADA Analysis

BWSC will evaluate compliance with ADA for outdoor recreation facilities and accessible routes to indoor facilities (buildings). The evaluation will include parking areas, widths, cross and longitudinal slopes of accessible routes, sports fields and spectator accessibility, and outdoor pools. We will prepare a report documenting the findings and recommendations.

Financial/Fees and Charges Analysis

The Consulting Team will perform analysis to document the financial situation of the Department. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation of the Department with three primary goals:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the Department to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability of the Department including evaluating expenditures and increasing current and new sources of revenue

This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

Maintenance Assessment

The BWSC team will review the parks with the Maintenance Team from the City of Brevard and Transylvania County including maintenance staff to inventory and assess on-site maintenance practices by site, evaluating all maintenance and asset management elements for the parks and facilities managed by departments. The assessment will provide an asset condition rating for each item to be inventoried and evaluate on all aspects of the grounds maintenance operations to determine strengths, weaknesses, opportunities, and threats to success. In addition, environmental and sustainable “best practice” recommendations will be identified for implementation. This assessment will be performed through on-site evaluations and analysis of collected data. Specific areas to be inventoried and assessed:

- Organizational design and staffing levels/alignment
- Routine maintenance practices
- Preventative maintenance practices
- Emergency response practices
- Deferred maintenance practices
- Existing maintenance and operational standards
- Existing maintenance and policy and procedures management
- Maintenance performance measures used to determine efficiency and effectiveness
- Staffing utilization and scheduling
- Work plans developed for crews
- Staff training by major maintenance job functions
- Capital improvement criteria and decision making process
- Service contracts if any that need to be addressed
- Activity based costing of tasks (asset to be managed, by what type of park worker, hourly rate, level of frequency of care, what level of equipment and supplies are needed to manage the task appropriately to a set of measurable outcomes)
- Field equipment/resources and efficiency
- Partnerships/volunteer support
- Information systems and technology used to track asset management and work order systems

- Green management practices
- Natural Areas management practices

SCHEDULE

Assuming a Notice to Proceed by May 4, 2015, the study can be completed by November 30, 2015.

FEE

For the Basic Services outlined above, a lump sum fee of \$103,000.00. The fee for the survey which is included in Basic Services is \$11,000.00.

For Additional Services as described above for the following tasks:

Task	Fee
Deferred Maintenance Analysis	\$4,000.00
ADA Analysis	\$8,000.00
Financial/Fees/Charges Analysis	\$5,000.00
Maintenance Assessment	\$6,500.00

Desiree Perry

New Business - Item M-6

From: Michael K. Pratt <mkpratt@ramsey-pratt.com>
Sent: Monday, July 20, 2015 11:16 AM
To: Jim Fatland
Cc: Desiree Perry; Jimmy Harris
Subject: August Council meeting

Hi, Jim. Mark Peddy, who owns the LLC that holds the lease on the Co-Ed Theater, contacted me and asked me to put a request for approval for him to make an assignment of the lease to a buyer, on the August agenda. He said he will get me more information before the meeting. Please include his request on that agenda. Approval can be granted or denied by majority vote, and there is no public hearing or other procedural requirement that must be met. Thanks.

Michael K. Pratt
RAMSEY & PRATT, P.A.
Attorneys at Law
35 North Gaston Street
Brevard, NC 28712

Phone: 828-884-4113
Fax: 828-885-2494

Our Web Page: www.ramsey-pratt.com

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The City of Brevard North Carolina

NEW BUSINESS STAFF REPORT

August 17, 2015

Title: Modifications to City Council Committees
Speaker: Desiree Perry, CMC, NCCMC, City Clerk
Joshua S. Freeman, AICP, CFM
Prepared by: Desiree Perry, CMC, NCCMC, City Clerk
Joshua S. Freeman, AICP, CFM
Approved by: Jim Fatland, Interim City Manager / Finance Director

Executive Summary: City Council will consider minor modifications to the membership structure of the City Council Committees.

Background: At the June 15, 2015, City Council Meeting, City Council enacted resolutions establishing five City Council Committees (Res. No. 2015-12 – Res. No. 2015-16). Since that time, the City Clerk has received inquiries from some non-city residents expressing interest in serving on the Parks, Trails and Recreation and Downtown Master Plan Committees. At the present time, non-city residents cannot serve on a committee. A few additional membership modifications are recommended as described below.

Discussion: The attached resolution, if adopted, would enact the following changes to the membership structure of the City Council Committees:

Council Parks, Trails and Recreation Committee:

- Include the Development & Special Projects Director as a permanent member.
- Allow for the appointment of one at-large (non-city resident) member. An individual who will offer expertise in the field of park/trail/recreation design or development.

Council Downtown Master Plan Committee:

- Include the Development & Special Projects Director as a permanent member.
- Clarify that the Heart of Brevard representatives to the Downtown Master Plan Committee shall be the Heart of Brevard President (or designee thereof) and the Heart of Brevard Executive Director.
- Allow for the appointment of one at-large (non-city resident) member. An individual who will offer expertise in the field of downtown revitalization / re-development.
- Reduce the number of citizen appointees from four to two, thereby reducing the total number of committee members from eleven to nine members. It is Staff's position that this change will make the committee more manageable and effective.

All five Council Committees: Ex Officio member (Mayor) is not counted in determining quorum and is a non-voting member.

Fiscal Impact: NA.

Policy Analysis: NA.

Staff Recommendation: Staff recommends approval of the attached resolution as presented.

RESOLUTION NO. 2015-_____

**RESOLUTION MODIFYING THE MEMBERSHIP STRUCTURE OF THE
CITY COUNCIL COMMITTEES
(Amending Resolution Numbers 2015-12, 2015-13, 2015-14, 2015-15, and 2015-16)**

WHEREAS, the Brevard City Council initiated five new City Council Committees at their April 20, 2015, meeting. City Council Committees will operate as policy review and discussion arms of City Council, providing an opportunity to explore implications of policy alternatives and the policy development process while serving in an advisory capacity to Council as a whole; and

WHEREAS, Committees will review policy matters referred to them, inform and educate Council on existing City programs and issues, and review other related matters. City Council Committees will not become involved in City administration but instead are expected to anticipate the full range of considerations and concerns related to various policy questions. When participating on Committees, members are expected to temper their role as policy advocates in order to fully evaluate all alternatives; and

WHEREAS, each Committee is composed of two City Council members, one to serve as Chair and the other serving as Vice Chair, with the Mayor appointing the Chair and Vice-Chair of the Committee. The Mayor will serve ex officio. Although not required, each Committee may have citizen members appointed by City Council utilizing the same application appointment process as required for appointment to Citizen Advisory Boards or Committees; and

WHEREAS, the Brevard City Council established the following five Committees at their May 18th and June 15, 2015, meetings: City Council Public Works and Utilities Committee (Res. No. 2015-12); City Council Public Safety Committee (Res. No. 2015-13); City Council Parks, Trails and Recreation Committee (Res. No. 2015-14); City Council Finance and Human Resources Committee (Res. No. 2015-15); and, City Council Downtown Master Plan Committee (Res. No. 2015-16).

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BREVARD:

Section 1. Modify the membership structure of all five City Council Committees to include:

- A. Ex officio member (Mayor) is not counted in determining quorum and is a non-voting member.

Section 2. Following are modifications to the membership structure of the City Council Parks, Trails and Recreation Committee:

- A. Include the Development & Special Projects Director as a permanent member.
- B. Allow for the appointment of one at-large (non-city resident) member. An individual who will offer expertise in the field of park/trail/recreation design or development.

Section 3. Following are modifications to the membership structure of the City Council Downtown Master Plan Committee:

- A. Include the Development & Special Projects Director as a permanent member.
- B. Clarify that the Heart of Brevard representatives to the Downtown Master Plan Committee shall be the Heart of Brevard President (or designee thereof) and the Heart of Brevard Executive Director.

- C. Allow for the appointment of one at-large (non-city resident) member. An individual who will offer expertise in the field of downtown revitalizations / re-development.
- D. Reduce the number of citizen appointees from four to two, thereby reducing the total number of committee members from eleven to nine members.

Approved and adopted this the _____ day of _____, 2015.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

STAFF REPORT – August 17, 2015 Council Meeting

Date: July 31, 2015

Title: Board Appointments – Brevard Planning Board

Prepared by: Desiree Perry, City Clerk

Approved by: Jim Fatland, Interim City Manager

Executive Summary: Council will consider making appointments to the Planning Board.

Background: In January 2008 Seyl Park was appointed to the Planning Board. In September his second full term will expire. Mr. Park is not interested in re-appointment consideration.

In December 2012 Demetria “Demi” Loftis was appointed to the Planning Board. In September her first full-term will expire.

Brevard Planning Board (BPB) - Prepares and manages comprehensive and coordinated plans for the physical development within the city and its extra-territorial jurisdiction (ETJ), such as the Land Use Plan, Unified Development Ordinance, Transportation Plan, Floodplain, etc. Review, render opinions and/or make recommendations on land development proposals, zoning text amendments, rezoning applications, annexations, planned development, conditional zoning districts, land use and transportation plans and policies, and road closings. BPB is a 7 member board; 4 appointed by Council reside in the city limits, 3 appointed by County Commissioners reside in the city’s extraterritorial jurisdiction (ETJ). *(BPB authority and responsibilities are more fully described in Brevard City Code, Unified Development Ordinance, Chapter 15)* BPB meetings are held in City Hall Council Chambers on the third Tuesday of the month at 7:00 PM. Meetings are open to the public.

<u>BPB Member Roster:</u>	<u>Term Expires</u>	<u>County Appointed BPB:</u>	<u>Term Expires</u>
Katie Thompson	Sept 2016	Kimsey Jackson, Chair	Dec 2016
Demi Loftis, Vice Chair	Sept 2015	Frank Porter	Dec 2017
Jimmy Perkins	Sept 2017	Chris Strassner	Dec 2016
Seyl Park	Sept 2015		

Discussion: Ms. Loftis is a member in good standing and has expressed an interest and willingness to continue to serve for a second term. If Council chooses to re-appoint her, the term will expire September 2018.

Three applications are on file from City residents who are interested in serving on the Planning Board. Received on March 6, 2014, is an application from Mr. Keenen Richard Smith; received on July 30, 2015, is an application from Ms. Carol Dillingham; and, received on August 4, 2015, is an application from Ms. Elizabeth Harrison. (Copies of the applications are attached.)

At present, Mr. Keenen Smith is serving on the Community Appearance Committee, and, Ms. Carol Dillingham is serving on the Board of Adjustment. City Policy allows a citizen to serve on two City citizen advisory committees.

Fiscal Impact: None

Policy Analysis: Re-appointment of a board member in good standing and who has expressed interest in continuing to serve is consistent with the City's past practice. City Policy requires persons interested in serving on a City advisory board or committee to complete an Application.

Staff Recommendation: Staff does not make recommendations on any citizen advisory board appointments or reappointments. Council options are: (a) Re-appointment; (b) Table to make a decision at a later date; or, (c) Appoint another citizen to serve.



received
3-6-2014

CITY OF BREVARD

Board/Committee Appointment Application

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board • Board of Adjustment • Brevard Housing Authority • Human Relations Council
- Community Appearance Commission • Planning and Zoning Board • Terrell Scruggs Scholarship Committee
- Western Carolina Community Action Board

Name of Board or Committee Interested In: Planning & Zoning Board

** List only one per Appointment Application form.*

Date 3.5.14

Name Keenan Richard Smith

Home Address 451 Fisher Road Brevard, NC 28712

Phone (home) 828.506.1725 (work) 828.883.9680

Occupation Project Manager-Steep Creek Ston E-Mail keenanrsmith@gmail.com

May you be contacted at work? Yes Do you live within the corporate City Limits? Yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

N/A

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). (Use back of sheet if additional space is needed.)

Blue Ridge Community College-Horticulture\Business

Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard:

See attached..

**Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.*

Signature of Applicant

Please return this application to:

City of Brevard	Phone: 828-885-5614
Attn: Desiree D. Perry, City Clerk	Fax: 828-883-2853
95 West Main Street	e-mail: dperry@cityofbrevard.com
Brevard, North Carolina 28712	



Keenan Richard Smith
Qualifications and Experience
3.5.14

I am a proud Brevard native with strong, and proven leadership skills. I am involved in Pisgah Cycling, a local cycling advocacy club, and assist John Felty and Leigh Trapp in local festivals and civic events throughout the year.

Brevard has changed dramatically in my 33 years here and I would relish the opportunity to become a part of perpetuating the positive direction that our town has wisely chosen to pursue.

Thank you,

Keenan Richard Smith



received
7-30-2015

CITY OF BREVARD

Board/Committee Appointment Application

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- Community Appearance Commission • City Council Downtown Master Plan Committee
- City Council Parks, Trails and Recreation Committee • City Council Public Works & Utilities Committee
- Planning and Zoning Board • Terrell Scruggs Scholarship Committee
- Western Carolina Community Action Board

Name of Board or Committee Interested In: Planning and Zoning Board
* List only one per Appointment Application form.

Date 7-28-15

Name Carol Dillingham

Home Address 33 W Laurel Ct Brevard NC

Phone (home) 828 577-7812 (work) 884-3151 x 224

Occupation Library Asst P/T E-Mail caroldillingham@yahoo.com

May you be contacted at work? yes Do you live within the corporate City Limits? yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

Board of Adjustment

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). (Use back of sheet if additional space is needed.)

Credits to equal 2 yrs college, former small business owner in HOB, member of Focus 2020 board, native to Transylvania Co.
Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard:

Because I grow up here, people talk to me about what's happening (over)
*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Carol Dillingham
Signature of Applicant

Please return this application to:

City of Brevard Attn: Desiree D. Perry, City Clerk
95 W Main Street, Brevard, NC 28712
Phone: 828-885-5614 - Fax: 828-883-2853 - Email: dperry@cityofbrevard.com

in Brevard. Most of these folks think their voices
and their ideas don't matter or aren't heard.
I could bring these ideas and concerns with me
to the Planning Board.



CITY OF BREVARD

Board/Committee Appointment Application

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- Community Appearance Commission • City Council Downtown Master Plan Committee
- City Council Parks, Trails and Recreation Committee • City Council Public Works & Utilities Committee
- Planning and Zoning Board • Terrell Scruggs Scholarship Committee
- Western Carolina Community Action Board

Name of Board or Committee Interested In: _____

** List only one per Appointment Application form.*

Date _____

Name _____

Home Address _____

Phone (home) _____ (work) _____

Occupation _____ E-Mail _____

May you be contacted at work? _____ Do you live within the corporate City Limits? _____

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). (Use back of sheet if additional space is needed.)

Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard:

**Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.*

Signature of Applicant

Please return this application to:

City of Brevard Attn: Desiree D. Perry, City Clerk
95 W Main Street, Brevard, NC 28712
Phone: 828-885-5614 - Fax: 828-883-2853 - Email: dperry@cityofbrevard.com

Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard:

I have served in a leadership capacity on several non-profit boards, including as Vice President and Secretary. In these positions, I have had the opportunity to weigh in on decisions that further the goals and mission of each organization. I believe my non-profit board experience will translate well to the City of Brevard Planning Board. My board experience prepared me to collaborate with diverse personalities – sometimes on heavy and complex issues.

In addition, Brevard College is a prominent and important part of the City of Brevard. Many planning decisions, such as land development and use and transportation issues, can and do affect the College community. I feel it is important both for the City and the College to remain in communication over such topics and decisions, and I would like to serve as that liaison.

EXPERIENCE

DIRECTOR OF COMMUNICATIONS & MEDIA RELATIONS, BREVARD COLLEGE; BREVARD, NC — 2015 – PRESENT

- Develop and lead a communications and media relations plan that successfully promotes and strategically positions Brevard College within the marketplace and community
- Forge and maintain media relations that serve the College, as well as maximizing all free and economic promotion tools through press releases and electronic communications vehicles
- Responsible for all College communications and media relations activities and materials for Philanthropic Development, Admissions, Campus Life, Academics and Fine Arts
- Create and maintain Communications Flow Calendar that anticipates and is responsive to the communications needs of all Brevard College constituents (alumni and friends, donors, community members, faculty and staff, prospective and current students, parents, etc.) and is comprehensive of all key departments on campus
- Conceptualize, design and direct preparation of the principal print communications vehicles in collaboration with the Assistant Director of Communications
- Serve as the official campus voice, creating and responding to speaking and community interface opportunities
- Write speeches, scripts, articles, letters to the editor and opinion editorials, targeting various constituencies, in collaboration with the President
- Supervise Assistant Director of Communications and lead a team of communications coordinators for the College, including the Sports Information Director
- Through forged relationships with national media, press release announcing the College's decision to commit to divesting its endowment from fossil fuels was picked up by the Associated Press
- Successfully developed and implemented internal and external communications plans to inform key constituents of the College's recent reclassification to NCAA Division III

PROGRAM DIRECTOR, CAMP TON-A-WANDAH; FLAT ROCK, NC — 2013-2015

- Planned, designed and delivered program activities and events for a private, residential girls' camp
- Recruited and hired 60 seasonal employees, including organizing recruitment events, screening candidates, and making mission-driven hiring decisions

Elizabeth L. Harrison

129 Turnpike Road Brevard, NC 28712 | 917.656.9773 | elharrison@gmail.com

- Trained and managed camp counselor seasonal employees, including planning and executing comprehensive orientation program, monitoring and providing feedback to staff on all aspects of work performance, managing compliance with camp safety and security protocols, coordinating staff scheduling, and evaluating overall success of staff at fulfilling position requirements and program objectives
- Created content and maintained active and engaging social media presence to increase camper retention; identified audience (moms, tweens) and increased social media engagement across two new platforms (Pinterest, Snapchat)

COMMUNICATIONS MANAGER, YWCA MISSOULA; MISSOULA, MT — 2010-2013

- Developed, prioritized and implemented innovative media communications and marketing strategies for a nonprofit with a \$2 million budget (included managing annual advertising budget for two thriving thrift stores, providing 30 percent of the organization's income)
- Managed social marketing campaigns; organized and executed awareness, retail and capital campaigns
- Forged and maintained relationships with local and national press; managed organization's response to breaking news; served as spokesperson for the organization
- Sought out partnerships with business owners, government officials, individuals, organizations and advertising agencies for agency promotion
- Wrote and edited creative and persuasive messaging, such as action alerts, news briefs, opinion editorials and letters to the editor; wrote and edited external print materials (brochures, annual reports, mail appeals); wrote copy for online and newspaper advertisements that ensured maximum public exposure
- Managed content for website and acted as site administrator, ensuring timely posting and relevant content; wrote and distributed e-newsletter to donors and supporters
- Envisioned, curated and managed first-ever staff communications team and content posting calendar for social media and blog
- Managed and created content for all social media channels, ensuring consistent active engagement and followers; increased traffic to website and social media pages, nearly doubling Facebook fan base and increasing visibility through new social media opportunities
- Designed brochures, fliers, posters, reports, advertisements and logos, according to YWCA USA brand guidelines

Elizabeth L. Harrison

129 Turnpike Road Brevard, NC 28712 | 917.656.9773 | elharrison@gmail.com

- Guided and coordinated monthly public awareness tours; assisted or coordinated all special events related to programs and fundraising
- Assisted with developing and implementing logistics of annual development plan, including cultivating and maintaining relationships with new and existing donors
- Valued for passion, integrity, adaptability and good instincts

MEDIA CONSULTANT, COMPASSION & CHOICES; MONTANA — 2013

- Developed and implemented a statewide paid and earned media plan to build visibility through print and radio advertising
- Executed and managed \$60,000 statewide radio and newspaper media buy aimed at defeating Montana House Bill 505
- Wrote and distributed press releases; utilized my relationships with editors and reporters across the state to garner media coverage of organization's issues
- Valued for professionalism, responsiveness, high level of organization and flexibility

FEATURES REPORTER, GREAT FALLS TRIBUNE; GREAT FALLS, MT — 2009-2010

- Wrote compelling coverage of anticipated and breaking news and feature-length articles for print media
- Developed and maintained relationships with community members, businesses and state and federal agencies, editors, other newspaper reporters, television reporters, public affairs officers and nonprofit communications directors
- Created and edited videos to accompany articles online using digital cameras and video editing software
- Singled out as a talented in-depth feature and narrative writer

EDUCATION

- UNIVERSITY OF MONTANA, MISSOULA, MT — *MA, JOURNALISM (CUM LAUDE), 2009*
- UNIVERSITY OF SOUTH CAROLINA, COLUMBIA, SC — *BA, ENGLISH, 2003*

PROFESSIONAL DEVELOPMENT

- SOLO SOUTHEAST AT NANTAHALA OUTDOOR CENTER, BRYSON CITY, NC - *WILDERNESS FIRST AID CERTIFICATION, 2014*
- NEW LEADERS COUNCIL INSTITUTE, MISSOULA, MT - *FELLOW, 2012*
- THE POLICY INSTITUTE LEADERSHIP SEMINAR SERIES, MONTANA - *CLASS OF 2012*

Elizabeth L. Harrison

129 Turnpike Road Brevard, NC 28712 | 917.656.9773 | elharrison@gmail.com

- **WOMEN'S EMPOWERMENT PROJECT, SE ASIA - U.S. DEPARTMENT OF STATE PROFESSIONAL FELLOW, 2012**

SKILLS

Desktop Applications: Google Drive, Microsoft Office 365 ▪ *Email Marketing:* Constant Contact, MailChimp ▪ *Layout and Design:* Photoshop CS6, InDesign CS6 ▪ *Operating Systems:* Mac and Windows ▪ *Social Media:* Facebook, Flickr, Google+, Instagram, LinkedIn, Pinterest, Snapchat, Tumblr, Twitter, Vimeo, YouTube ▪ *Video and Audio Editing:* Final Cut Pro, iMovie ▪ *Web Management:* Google AdWords, Google Analytics, basic html and source content management systems (Drupal, Squarespace, WordPress)

COMMUNITY

Board of Directors: National Coalition Building Institute (Vice President 2012-2013); Sustainable Business Council (Chair, Outreach Committee 2011-2012); University Congregational United Church of Christ (Executive Cabinet 2011-2013); *Political:* Dave Strohmaier for U.S. Congress; Jenifer Gursky for Montana House District 98; Caitlin Copple for Ward 4 Missoula City Council; Young Democrats of Henderson County (Co-Founder) ▪ *Cycling:* Pure Velo Racing Team (member), Blue Ridge Bicycle Club (member), Bracken Mountain Race (volunteer), Cycle To Farm (volunteer), Greenville Spinners Bicycle Club (past member), Hincapie Spring Training Series (volunteer), Pisgah Cycling Club (member); *Other:* Bigfork Whitewater Festival; Henderson County Young Leaders Program; Missoula Food Bank; Missoula Urban Demonstration Project (Earth Day Committee); Montana Women Vote; Social Justice Fund Northwest

STAFF REPORT – August 17, 2015 Council Meeting

Date: August 5, 2015

Title: Board Appointments – City Council Downtown Master Plan Committee

Prepared by: Desiree Perry, City Clerk

Approved by: Jim Fatland, Interim City Manager

Executive Summary: Council will consider making appointments to the City Council Downtown Master Plan Committee.

Background: In June 2015 City Council created the “City Council Downtown Master Plan Committee” with up to four citizen members to be appointed. To date, no citizens have been appointed to serve.

Discussion: Tonight Council has been asked to consider adopting a Resolution that would modify the membership structure of the Committee that would: (A) Reduce the number of citizens from four to two, and, (B) Would modify to designate one of the two citizen members to be an at-large member (not a city resident). An at-large member who would offer expertise in the field of downtown revitalization / re-development.

If Council chose to adopt the resolution creating an at-large member, an application has been received for appointment consideration. Received on August 3, 2015, an application from Ms. Susan Threlkel who is not a City resident. She is a resident of Transylvania County. Her application offers that she has experience and expertise in downtown revitalization / re-development. A copy of her application is attached.

Another application has been received from a City resident who are interested in serving on the Committee. Received on August 4, 2015, is an application from former City Council Member Ms. Dee Dee Perkins. A copy of her application is attached.

Fiscal Impact: None

Policy Analysis: City Policy requires persons interested in serving on a City advisory board or committee to complete an Application.

Staff Recommendation: Staff does not make recommendations on any citizen advisory board appointments or reappointments. Council options are: (a) Appointment; (b) Table to make a decision at a later date; or, (c) Appoint another citizen to serve.



received
8-3-2015

CITY OF BREVARD

Board/Committee Appointment Application

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- Community Appearance Commission • City Council Downtown Master Plan Committee
- City Council Parks, Trails and Recreation Committee • City Council Public Works & Utilities Committee
- Planning and Zoning Board • Terrell Scruggs Scholarship Committee
- Western Carolina Community Action Board

Name of Board or Committee Interested In: Downtown Master Plan
* List only one per Appointment Application form.

Date July 31, 2015

Name Jusan B. Threlkel

Home Address 130 Sitten Place Pisgah Forest, NC 28768

Phone (home) 828-885-2090 (work) NA

Occupation Retired E-Mail sittenpretty@gmail.com

May you be contacted at work? NA Do you live within the corporate City Limits? NO

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None currently

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). (Use back of sheet if additional space is needed.)

Tulane - BS. Former Executive Director, Heart of Brevard
(see back)

Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard: Almost 20 year involvement in DTM and signage planning; understanding of challenges & issues; strong commitment to accomplishing tasks.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Jusan B. Threlkel
Signature of Applicant

Please return this application to: City of Brevard Attn: Desiree D. Perry, City Clerk
95 W Main Street, Brevard, NC 28712
Phone: 828-885-5614 - Fax: 828-883-2853 - Email: dperry@cityofbrevard.com

HOB Downtown Master Plan Task Force
1996-97

Focus 2020

- Design Team
- Task Force
- Gateways, Corridors + Downtown Focus Group
- Implementation Team

Downtown Master Plan Advisory Committee

chair

↓
Gateways, Corridors + Downtown Advisory Committee

- Wayfinding Signage System

Founding Coordinator / Director - VISION
Trasy/Vision

Co-founder / Manager #7 Arts Cooperative

Susan Threlkel

- Moved to Brevard in September 1992
- Assistant Director, Transylvania County Arts Council (now Transylvania Community Arts Council) – May 1993 - January 1995
- Associate Director of Admissions, Brevard College – Spring 1995
- Executive Director, Heart of Brevard – May 1995 – September 1997
- Vision Brevard/Transylvania (now VISION Transylvania)
 - Founder
 - Steering Committee
 - Director – 1996-2000 and again in 2009-2010
 - Board of Directors 2009-2015, Vice President
- Focus 2020, City's Comprehensive Planning Process – report published in 2000
 - Design Team
 - Advisory Board
 - Gateways, Corridors and Downtown Task Force
 - Implementation Committee
- Community Focus Foundation
 - Founding officer/Board member – 2001
 - Currently, Treasurer/Primary Community Contact
- Gateways, Corridors & Downtown Advisory Committee – 1996-2012 (was Downtown Master Plan Committee)
 - Chair, since late 1990s
- #7 Arts Artists' Cooperative, A program of TCarts
 - Co-founder - 1999
 - Manager

- Co-Executive Director, serving as a transitional and restructuring team, Transylvania County Arts Council – 2002-2003
- Boys & Girls Club - 2004
Board of Directors
Administrative Assistant
- Transylvania Heritage Coalition (now Transylvania Heritage Museum) – 2006-2014
Board member/officer
- Transylvania Sesquicentennial Celebration 2010-2011
Executive Committee
Chair, History Committee
Chair, 150th Community Representatives Committee
Chair, Grants Committee
Chair, Lasting Legacies Committee
- Viz Transylvania Youth Leadership Program
Coordinating Committee
Course Director – 2012-2014

Past Service:

Board of Directors – United Way, B/T Chamber of Commerce,
Transylvania Dispute Settlement Center (now Mediation Center)
Brevard College Board of Visitors
Committee “A” – Impact of Moving Courthouse Functions

Awards:

Business Woman of the Year - 1996
AAUW Women Who Make A Difference – 2000
Main Street Champion – 2006
Paul Harris Fellow for Community Service - Rotary Club of Pisgah Forest
2012
Esther Wesley Memorial Award – Brevard/Transylvania Chamber of
Commerce - 2013



received
8-4-2015

CITY OF BREVARD Board/Committee Appointment Application

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- Community Appearance Commission • City Council Downtown Master Plan Committee
- City Council Parks, Trails and Recreation Committee • City Council Public Works & Utilities Committee
- Planning and Zoning Board • Terrell Scruggs Scholarship Committee
- Western Carolina Community Action Board

Name of Board or Committee Interested In: Downtown Master Plan
* List only one per Appointment Application form.

Date 7/30/15

Name Dee Dee Perkins

Home Address 251 Park Ave Brevard NC

Phone (home) _____ (work) 828-862-4700

Occupation Retail Owner E-Mail _____

May you be contacted at work? yes Do you live within the corporate City Limits? yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

Transylvania Alliance (Econ. Dev.)

Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). (Use back of sheet if additional space is needed.)

UNC-Chapel Hill; HOB; Chamber of Commerce; Past City Councilmember; planning board member; BRCC Board

Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard:

I have served on the previous Downtown Master Committees (3) since 1994; Planning board; Focus 2020, Downtown Redevelopment

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Signature of Applicant Dee Dee Perkins

Please return this application to:

City of Brevard Attn: Desiree D. Perry, City Clerk
95 W Main Street, Brevard, NC 28712

Phone: 828-885-5614 - Fax: 828-883-2853 - Email: dperry@cityofbrevard.com



The City of
Brevard
North Carolina

NEW BUSINESS STAFF REPORT

August 17, 2015

Title: Fiscal Year 2015-2016 Fee Schedule
Speaker: Jim Fatland, Interim City Manager / Finance Director
Prepared by: Joshua S. Freeman, AICP, CFM
Approved by: Jim Fatland, Interim City Manager / Finance Director

Executive Summary: The City Council approved the FY2015-2016 Budget Ordinance and Fee Schedule at its' regularly scheduled meeting held on June 15, 2015.

Background: The Brevard City Council was presented with a number of potential fee schedule adjustments as part of its consideration of the recommended Fiscal Year 2015-2016 Budget. The City Council did not approve a number of planning and development fee modifications, but agreed to revisit the fee schedule at its August 17, 2015 City Council meeting.

Discussion: Staff will evaluate planning and development fees and other fees throughout FY2015-2016 and present any recommended changes as part of the proposed FY2016-2017 budget recommendations. Any proposed fee adjustments will be presented at budget work sessions.

Recommendation: Staff recommends that no changes be made to the adopted FY2015-2016 Budget Ordinance and Fee Schedule

Fiscal Impact: None

Attachments: The Adopted Fiscal Year 2015-2016 Fee Schedule is attached for reference.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

Property Tax Rates

City-Wide	0.4725 / \$100 Valuation
Heart of Brevard MSD	0.2250 / \$100 Valuation

ABC Licensing

Fees regulated by the State of North Carolina for the sale of beer and wine.

The license year for the following runs from May 1 through April 30 (NCGS 105-113.70(b)). License is not to be pro-rated.

Code	NCGS	Business Activity	Rate
		Beer & Wine (Copy of ABC Permit required.)	
D-101		On premise malt	\$15.00
D-102		Off premise malt	\$5.00
D-103		Wholesale beer	\$37.50
D-104		On premise wine	\$15.00
D-105		Off premise wine	\$10.00
D-106		Wholesale wine	\$37.50
D-107		Wholesale beer & wine	\$62.50

Taxi Licensing

Tax regulated by North Carolina General Statutes 20-97 and NCGS 160A-211

Code B-146 – NCGS 20-97 – Taxicabs. *Requires Approval.	Rate: \$15 per vehicle
--	------------------------

*Taxi / Vehicles for Hire. City of Brevard Code of Ordinances, Chapter 78

Solid Waste Removal

Residential Garbage Collection	\$9.75 plus \$7.25 County Disposal Fee / \$17.00 per month total
Commercial Dumpster	\$8.50 plus \$8.50 County Disposal Fee times number of monthly pickups / \$17.00 per month total
Small Commercial Collection	\$9.75 plus \$7.25 County Disposal Fee times number of monthly pickups / \$17.00 per month total
Special Refuse Pick Up (Includes appliances & furniture)	\$20.00 per single item \$30.00 per load
Television / Computer Monitor Collection	19" or larger - \$10 each Less than 19" - \$5 each

Recycling

Residential Recycling Fee	\$3.00 per month
Commercial Recycling Fee	\$4.00 per month (Additional 96 gallon containers \$4.00 each)
Commercial Cardboard Recycling	\$10.00 per month all commercial customers
Mulch Fee	Pickup truck loads, City Residents - \$0 All other loads - \$10 per yard

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

Franklin Pool

Admission	\$2.00 per day per individual
Individual Season Pass	\$50 per season
Family Season Pass	\$150 per season
Family Day Pass	\$7.00 per day
Party / Event Rental	\$100

Planning / Zoning

Category I Applications	Fee¹
Dedication Plats for Category I Applications	No Fee
Recombination Plats	No Fee
Minor Subdivision Plat: No new public infrastructure except sidewalks	\$75 + \$20/lot
Non-Residential New Construction	\$200 per structure
Non-Residential Interior Remodels, Additions, Accessory & Concomitant Structures, Incidental Improvements and Other Substantial Improvements or Significant Improvements ² to Existing, Individual Structures.	\$100
Non-Residential Change of Use and Incidental Improvements to Existing Structures (Awnings, Handicapped Ramps, Decks, Etc.),	\$50
Home Occupation	\$200
Residential Dwelling New Construction and Manufactured Home Setup on New Space (not including new manufactured home parks)	\$100 per Dwelling Unit
Residential Interior Remodels and Manufactured Home Replacement on Existing Space, Additions, Accessory Structures & Incidental Improvement ³ to a Structure or Manufactured Home	\$50
Fence	\$10
Driveway / Curb Cut / Encroachment	\$50
Tree Removal	\$25
Demolition, Grading & Other Land Disturbance: The Administrator may waive bonds for demolition, grading and other land disturbance upon determination	\$50 + \$500 reimbursable bond per structure or lot up to one acre. Bonds exceeding \$500 shall be based upon a qualified professional's estimate of cleanup clean cost + 25%

¹ When applicable, applicants must submit a check, made out to the Transylvania County Register of Deeds, to cover document recordation fees. Recordation fees are determined by Transylvania County. Please refer to the adopted fee schedule of the Transylvania County Register of Deeds for more information.

² **Significant Improvement:** Any combination of repairs, reconstruction, rehabilitation, addition, or other modification or improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 25 percent of the market value of the structure as of the date the improvement was permitted (or, in the absence of any permit, as of the date of start of construction of the improvement). In the absence of any information pertaining to market value, the Administrator shall utilize the assessed value of the structure.

³ **Incidental Improvement:** Any improvement that does not meet the definition of substantial or significant improvement, as defined above. Incidental improvements include installation of handicapped ramps and entryways, awnings, unenclosed decks and patios, and lighting improvements and other minor, non-structural changes of an incidental nature.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

that such bond would serve no useful purpose. Also, Administrator may require a bond in excess of \$500 if such is deemed necessary in the interests of public health or safety. These bonds shall be prepared and administered in accordance with the improvement guarantee procedures set forth in the Procedure for the Installation & Dedication of Public Improvements. The Administrator may require a demolition, grading, or land disturbance bond in association with any development activity for which such bond is relevant.	
Parking Lots, Resurface	\$0
Parking Lots, New & Reconfiguration	\$50
Carnivals, Circuses	\$500 per location and permit period ⁴
Farmers Markets, Tailgate Markets, & Flea Markets	\$200 per year per location and permit period. Individual permits are not required for authorized individual vendors operating within the permitted market area.
Food Truck Site	\$100
Food Truck Vendor	\$50 (permit to be renewed annually)
Temporary Vendors, Agricultural (Does not include Farmers Markets or Tailgate Markets. Includes all forms of roadside / mobile / temporary purveyors of seasonal horticultural, agricultural, aquacultural or forest products, including but not limited to raw fruits, vegetable, perennials, annuals bulbs, dried flowers, Christmas trees, and similar products)	\$200 per location and permit period
Temporary Vendors, Non-Agricultural (Does not include Flea Markets. Includes all forms of roadside / sidewalk / downtown / pushcart / mobile / itinerant merchants / temporary purveyors of non-agricultural products.	\$200 per location and permit period ⁵
Special Events, Private Property	\$0
Special Events, Public Property (Festivals, parades, use of public parks, and similar)	\$200 (minimum) + \$500 reimbursable bond ⁵
Public Street / Sidewalk / Parking Space Closure	\$50
Temporary Uses, All Other	\$50 ⁵
Zoning Consistency Determination	\$25
Category II Applications	Fee ¹
Dedication Plats for Category II Applications	\$50
Dedication Plats	\$50
Minor Subdivision: New public infrastructure	\$500 + \$20 per lot or structure up to \$2000
Group Developments	\$500 + \$20 per lot or structure up to \$2000
Wireless Communication Facilities, Co-Location & Stealth	\$200
Wireless Communication Facilities / Towers, All Other	\$1,000

⁴ The Administrator may assess fees for the actual cost of services provided by City forces (i.e., personnel, deployment of fire apparatus, solid waste removal, provision of barricades, State Fire Code inspections, and etc.) in support of special events or temporary uses. Refer to the Departmental Cost of Services section below, for a schedule of additional "cost of service" fees.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

Category III Applications	Fee ¹
Dedication Plats for Category III Applications	\$50
Major Subdivision: Phased subdivisions and subdivisions with 25 or more lots	\$500 + \$20 per lot or structure
Manufactured Home Park	\$500 + \$20 per space
Conditional Zoning District	\$200 + \$20 per lot or structure
Traditional Neighborhood Development	\$500 + \$20 per lot or structure
Planned Development Overlay District	\$500 + \$20 per lot or structure
Map Amendment (Rezoning)	\$500 + true cost of professional services (see below)
Text Amendment	\$200 + true cost of professional services (see below)
Vested Right	\$500 + true cost of professional services (see below)
Voluntary Annexation	Actual Cost
Street / Right-of-Way / Easement Abandonment	\$500 + Actual Cost
Variance - Zoning	\$200
Variance - Floodplain Development	\$500 + true cost of professional services (see below)
Appeal	\$0
Special Use Permit - Zoning	\$200
Special Use Permit - Floodplain Development	\$500 + true cost of professional services (see below)

Signage	Fee
Political Signs	\$50 per candidate / campaign + \$250 reimbursable bond
Signs, Wall & Marquee	\$100
Signs, Ground	\$200
Signs, Electronic (Including Message & Reader Boards)	\$1,000
Signs, Neighborhood Entrance, Projection / Suspended, Identification, Wayfinding, Menu Board, Building Identification, and A-Frame Signs	\$100
Street Banners	\$200
Signs / Banners, Special Event & Temporary ⁵	\$0
Signs, Panel Replacement / Reface / Resurface	\$50
Signs, All Other for Which Permit is Required	\$50

⁵ The Administrator may issue a single, "blanket" permit with one fee for all banners associated with Special Events.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

Miscellaneous Fees		Fee
Custom Mapping		\$40 Per Hour + cost of map (see below)
Color Printing / Photocopying	8.5"x11" – 11"x17" (1 sheet)	No Fee
	8.5"x11" – 11"x17" (>1 sheet)	50 cents per page
	Larger than 11"x17"	\$25 per copy
Black & White Printing / Photocopying	8.5"x11" – 11"x17" (1 sheet)	No Fee
	8.5"x11" – 11"x17" (>1 sheet)	10 cents per page
	Larger than 11"x17"	\$25 per copy
Fees In Lieu	Sidewalk Fee in Lieu	Actual Cost X 1.25%
	Stormwater Fee in Lieu	Refer to Fee Calculator
	Parking	\$500 Per Parking Space
Improvement Guarantee for Public Improvements: The Administrator, in consultation with the City Manager and City Attorney, may accept an improvement guarantee / surety bond for public improvements associated with any development. Improvement guarantees shall be prepared and administered in accordance with the Procedure for the Installation & Dedication of Public Improvements.		Actual Cost X % As Set Forth in Chapter 16, UDO
Construction Bond: The Administrator may require and accept a construction bond upon determination that such is necessary to protect existing public infrastructure from damages associated with any development activity. The Administrator may accept a construction bond for landscaping in accordance with Chapter 8 of the City of Brevard Unified Development Ordinance. Construction bonds shall be prepared and administered in accordance with the improvement guarantee procedures set forth in the Procedure for the Installation & Dedication of Public Improvements.		Actual Cost X 1.25%
Professional Services: The Administrator may secure the services of a qualified professional (e.g., licensed architect, attorney, engineer, landscape architect, arborist, surveyor, planner) in the review of any application. Professional services purposes include but are not limited to: the review of floodplain development proposals, proposed public infrastructure or stormwater systems, traffic impact analyses, specialized legal services, and etc. The actual cost of professional services shall be the responsibility of the applicant. The applicant shall be informed in advance of the City's intention to secure professional services. The applicant shall be provided any and all reports generated by qualified professionals, and copies of all statements / receipts. The applicant shall reimburse the City for professional services expenditures prior to the issuance of a certificate of occupancy or final zoning / project approval.		

Traffic Violations

Parking Ticket	\$10 per violation
Fire Hydrant, Fire Lane Obstruction	\$50
Vehicle Towing	True cost of towing.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

Departmental Cost of Service Fees for Special Events & Temporary Uses

The following fees are intended to recoup cost for the delivery of services in support of Special Events, Temporary Uses, and unique emergency situations (including but not limited to bomb threats, hazardous materials events, manhunts, and other unique calls for service). The specific mechanism and timing of fee recovery will be determined by the applicable department heads on a case-by-case basis.

Fire Department Inspections for City Permits	Fee
Carnivals / Fairs	\$100 per event
Explosives	\$50 per 48 hours or \$100 per 30 days
Use of Outdoor Fireworks (Does not include standby apparatus or personnel)	\$100 per event
Open Burning & Open Flame Use	\$50
Pyrotechnics Special Effects	\$50
Fireworks Tent	\$300 per 30 days
Assembly Tent	\$75 per 30 days

Fire Department, Deployment of Personnel, Apparatus & Equipment	Fee
Chief Officer	\$30 per hour
Firefighter	\$25 per hour
Light Duty Quick Response Vehicle / Boat / Support Vehicle	\$20 per hour
Fire Engine	\$200 per hour
Rescue Truck	\$250 per hour
Ladder Truck	\$300 per hour

Public Services Department, Deployment of Personnel & Equipment	Fee
Special Dumpster Service	\$50

Police Department, Deployment of Personnel & Equipment	Fee
Officer	\$25 per hour

Alarm System Fees

The following fees are intended to recoup cost for the delivery of services in support alarm systems which may be installed, operated and maintained within the emergency communications center situated in the city police department.

Alarm System Connection Application Fee	\$25
Subscriber Charge for Failure to Appear Within 30 Minutes of Notification	\$10 per event
False Alarm Charge	\$20 per false alarm in excess of three per month
Alarm System Original Installation Fee	\$100 (one-time fee)

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

GENERAL FUND

Miscellaneous Fees

Return Check Fee	\$30 per check per occurrence
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**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

UTILITY FUND

Water Rates

Residential, Commercial and Institutional:

Gallons	Purchase Range	In City	Out City
Min. 1,000 gal.	(0 – 1,000)	\$13.65	\$20.50
Over 1,000 gal.	(1,000)	\$7.50 / 1,000	\$11.27 / 1,000

Industrial* :

Gallons	Purchase Range	In City	Out City
Min. 1,000 gal.	(0 – 1,000)	\$13.65	\$20.50
Over 1,000 gal.	(1,000+)	\$6.60 / 1,000	\$9.92/ 1,000

*Industrial water users are manufacturers as defined and described in the 2012 North American Industry Classification System, Sectors 31-33 (refer to the following United States Census website: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>).

Sewer Rates

Residential, Commercial, Institutional and Industrial:

Gallons	Purchase Range	In City	Out City
Min. 1,000 gal.	(0 – 1,000)	\$13.65	\$20.50
Over 1,000 gal.	(1,000+)	\$7.50/ 1,000	\$11.27/ 1,000

All multi-family dwellings, including apartments and condominiums, shall pay \$27.29 per unit or the meter reading, whichever is greater.

Economic Development Utility Rates:

City Council may, as a means of supporting economic development within the City of Brevard and Transylvania County, authorize a business to receive a 30% reduction in utility rates, subject to an agreement that such business achieve certain economic development performance measures.

Meter Fees: \$2.70 per month for all meters.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

UTILITY FUND

Water Tap Fees

Tap Size (inches)	Tap and Meter Setting Fee ⁶
3/4	\$1,000 plus capacity impact fee
1	\$1,400 plus capacity impact fee
2	\$3,500 plus capacity impact fee
Charges for taps greater than 2" will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, meters, materials and equipment, plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$2,440.00 plus capacity impact fee.	
Water Capacity Impact Fee ⁷	\$375 per impact unit

Sewer Tap Fees

Tap Size (inches)	Tap Fee ⁵
Up to 6" Tap	\$1,000 plus capacity impact fee
Charges for taps greater than 6" will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment, plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$955.00 plus capacity impact fee.	
Sewer Capacity Impact Fee ⁶	\$375 per impact unit

Sewer Tap Relocation Fee	Fee
Minimum Fee	\$500
Maximum Fee	\$1000
Charges for sewer tap relocations will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment, plus 35 percent of the direct labor charge. The minimum and maximum sewer tap relocation fees are set forth above.	

Septage Pretreatment Charges

0 – 1,300 Gallons	\$75.00 Per Load
1,301 Gallons or Greater	\$150.00 Per Load
All out of County haulers will be charged double the above amounts	
Annual Hauler License Fee	\$100.00

⁶ The Public Services Director may impose additional fees to recover the true cost of water &/or sewer tap installation when such is warranted by site conditions. In such cases, fees shall be computed at the sum total of the cost of labor, materials and equipment necessary for completion of the work plus 35 percent of the direct labor charge.

⁷ Capacity Impact Fees shall be calculated in accordance with Chapter 70 of Brevard City Code.

**City of Brevard
Fiscal Year 2015-2016
Schedule of Taxes, Fees and Charges**

UTILITY FUND

Deposit fees for New Utility Accounts

Use	Fee	
Residences (including residential renters)	\$ 60.00	
Commercial users except those otherwise listed	\$ 50.00	
Apartment houses, motels and trailer courts:	Up to 25 units	\$ 75.00
	25 units or more	\$ 100.00
	With pool, add	\$ 25.00
Service stations without carwash	\$ 40.00	
Service stations with carwash	\$ 100.00	
Beauty shops	\$ 50.00	
Laundromats	\$ 200.00	
Carwashes	\$ 100.00	
Restaurants	\$ 75.00	
Industrial uses: An amount equal to 60 days' estimated consumption or a minimum of \$200.00, whichever is greater.		

Surcharge Rates for the Collection and Treatment of High Strength Wastewater

Parameters	Rates
BOD 5	\$0.39/lb. BOD 5
Suspended solids	\$0.37/lb. SS
Leachate	\$0.05/gallon

Miscellaneous Utility Fees

Late Payment Fee	\$5 applied on the 21st day of each month
Cut-Off / Cut-On Fee	\$25 applied on the 28th day of each month
Return Check Fee	\$30 per check per occurrence
Meter Location	\$25 per occurrence
Meter Location Change	\$250
Fire Hydrant Flow Test (two or more hydrants)	\$250
Well Permit ⁸	\$1,000
Tanker Truck Access Fee	\$25
Others as specified in Chapter 70 Sec. 70-38 of the Brevard City Code	

⁸ Wells to be permitted in accordance with Chapter 70 of City Code.